PONY

سلسلة كتب الأبطال

ICT 2026

المنهج الجديد المعدل

5th Primary
First Term

By: Eng. Osama Youssef

وزارة التربية والتعليم والتعليم الفني
MINISTRY OF EDUCATION AND TECHNICAL EDUCATION

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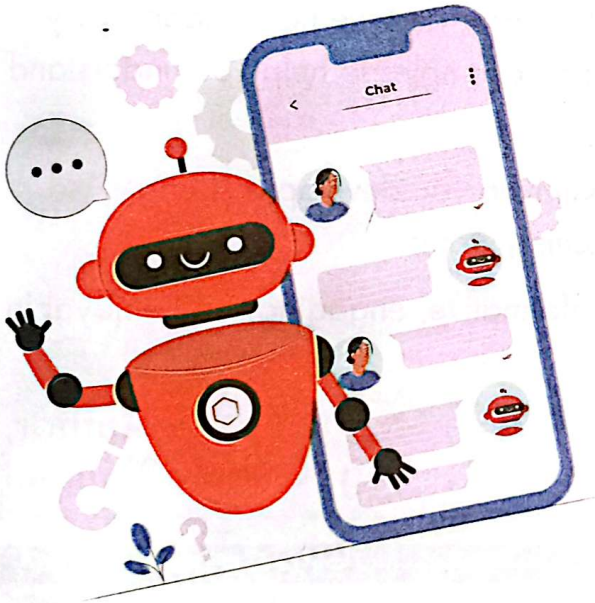
PONY ICT

By

Eng. Osama Youssef



5th Primary

First Term

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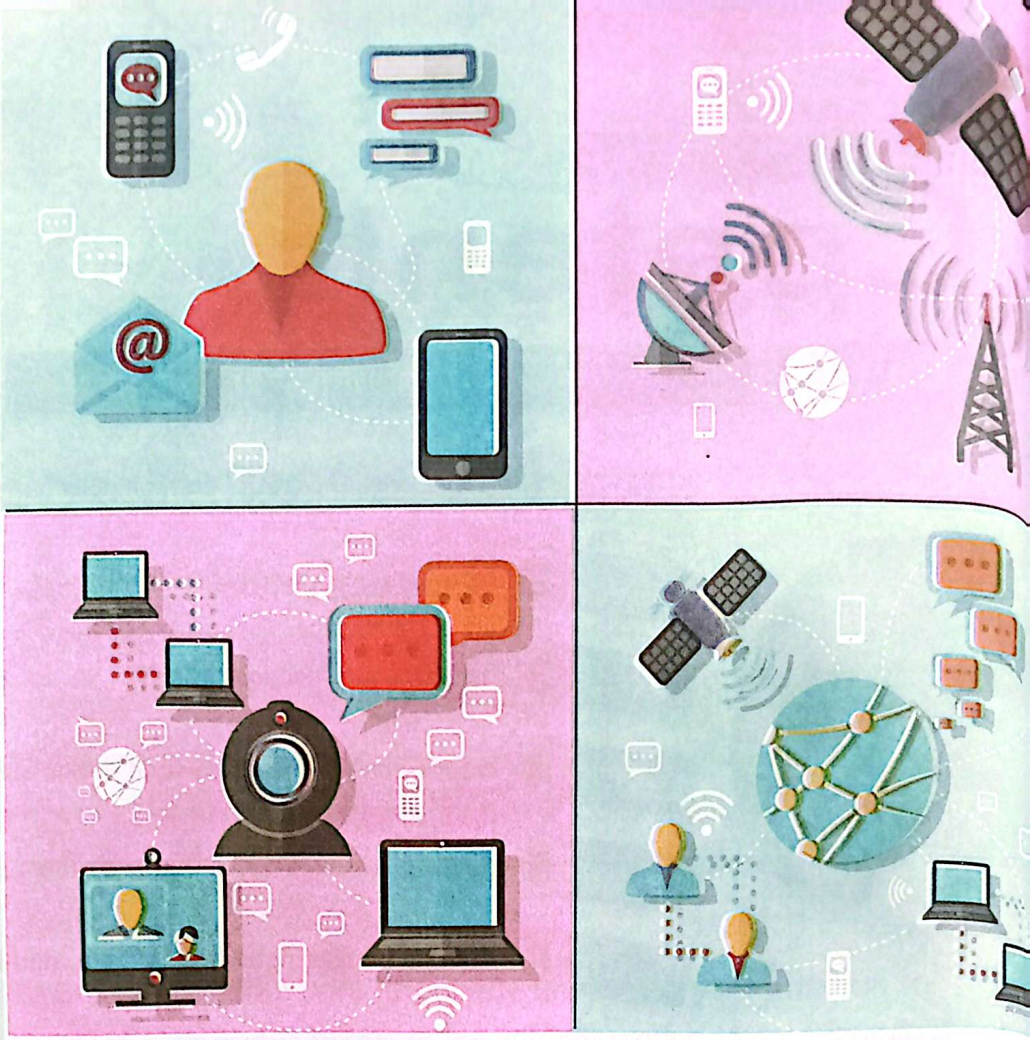
Unit 1

The Role of Technology in Our Lives



Unit Lessons:

Lesson 1 Accessories Devices of the Computer

Lesson 2 Networks and Their Types

Lesson 3 Smart Communication Systems

Lesson 4 Internet Connection Problems and How to Solve Them

Lesson 5 Digital Files and How to Deal with Them

Lesson 6 Information Sharing: When, Where, and How?

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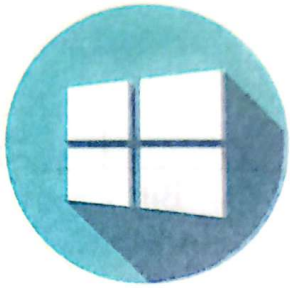
Lesson 1 Accessories Devices of the Computer

- In the previous grade, we studied the computer hardware, such as:
  1. Input devices
  2. Output devices
- We also studied computer software, such as:
  1. Operating systems (Windows)
  2. Office programs (Word, Excel, and PowerPoint)
- In this lesson, we will study computer accessories.



درسنا في الصف الرابع الابتدائي أجهزة الحاسب الآلي ومكوناتها المادية (وحدات الإدخال ووحدات الإخراج) بالإضافة إلى البرامج المكتبية وأنظمة التشغيل، وسوف نتناول في هذا الدرس الأجهزة الملحقة المتصلة بجهاز الحاسب الآلي.

1 Flash Memory ذاكرة الفلاش	• It's like a USB or SSD. • It's very fast because it doesn't have any moving parts. • مثل USB أو SSD فهي سريعة جدًا لأنها لا تحتوي على أجزاء متحركة.	
2 External Hard Drive محرك القرص الصلب الخارجي	• It's like an HDD, but much faster. • It connects directly to the computer parts. • مثل محرك الأقراص الثابتة، ولكن يعمل بشكل أسرع لأنه يتصل مباشرة بمنافذ الحاسب الآلي.	
3 Ethernet Cable سلك إيثرنت	• It's a cable that connects a computer to a router. • Ethernet cable is connected to Ethernet port. • Note: Ethernet is more stable and faster than Wi-Fi. • سلك يربط جهاز الكمبيوتر أو الكمبيوتر المحمول بجهاز التوجيه (الراوتر).	
4 Router	• It's a device that connects multiple devices to the Internet via Ethernet or Wi-Fi. • جهاز يربط عدة أجهزة بالإنترنت بواسطة الواي فاي أو الإيثرنت.	
5 HDMI (High-Definition Multimedia Interface)	• It's a cable that transmits audio and video from and to devices. • سلك ينقل الصوت والصورة من الأجهزة وإليها.	

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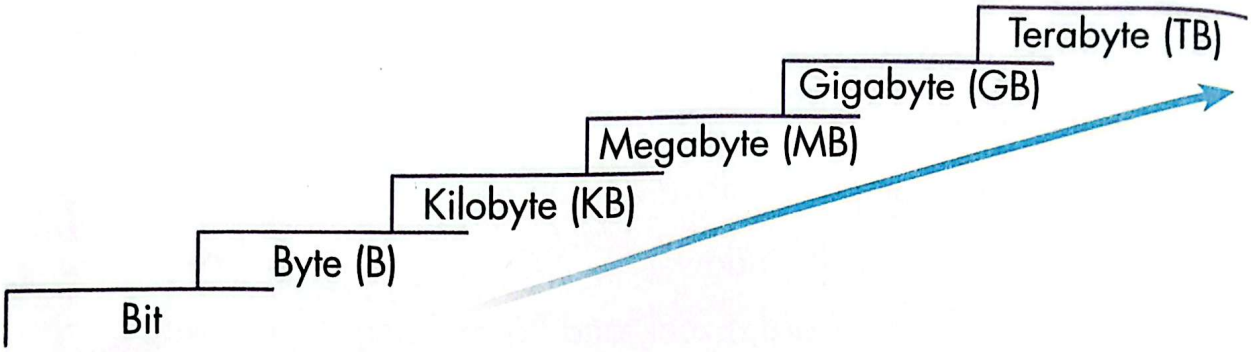
Unit 1

Units of Measurement



1 Bit	It's the smallest unit of data.	0 or 1
2 Byte	1 byte = 8 bits = 1 character	"Cat" = 3 characters = 3 bytes
3 Kilobyte (KB)	1 KB = 1024 B	
4 Megabyte (MB)	1 MB = 1024 KB	
5 Gigabyte (GB)	1 GB = 1024 MB	
6 Terabyte (TB)	1 TB = 1024 GB	

Megabits per second - (Mbps)

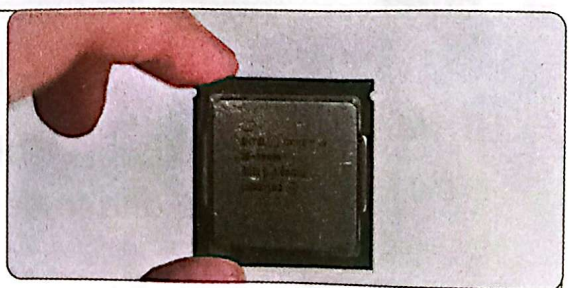
» It measures the speed of a network or Internet connection.

« وحدة قياس تُستخدم لقياس سرعة شبكة الإنترنت.

GigaHertz (GHz)

» It measures the number of cycles your CPU carries out per second.

« تُستخدم لقياس عدد الدورات التي تنفذها وحدة المعالجة المركزية في الثانية.



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Potential Computer Problems and Solutions

Problem	Reason	Solution
Trouble processing large files (Like a big PowerPoint presentation) مشكلة في معالجة الملفات الكبيرة.	• Not enough graphics storage • عدم وجود مساحة تخزين كافية للرسومات.	• Shut down some programs to free RAM. • أغلق بعض البرامج لتحرير جزء من الذاكرة العشوائية
Not able to store files. عدم القدرة على تخزين الملفات.	• Not enough space • المساحة غير كافية.	• Move old files to an external drive. • انقل الملفات القديمة إلى محرك أقراص خارجي.
A poor video conference connection اتصال ضعيف بالشبكة أثناء مؤتمر فيديو.	• Slow and weak wireless Internet connection • اتصال لاسلكي بالإنترنت ضعيف وبطيء.	• Try an Ethernet connection. • جرِّب شبكة الإيثرنت السلكية السريعة.
The home Internet connection is not working. الإنترنت المنزلي لا يعمل.	• Connection interrupted • انقطاع الاتصال.	• Use the Ethernet or contact the ISP (Internet Service Provider). • استخدم الإيثرنت أو اتصل بمزود خدمة الإنترنت.

أهم الكلمات والمصطلحات

RAM	ذاكرة الوصول العشوائي	Ethernet port	منفذ الإيثرنت
External hard drive	محرك الأقراص الثابتة	Graphs	الرسومات البيانية
Connection interrupted	انقطاع الاتصال	Processing	معالجة
Ethernet cable	سلك إيثرنت	Router	جهاز توجيه

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Exercises on Lesson 1

1 Choose the correct answer:

1 A ..... is considered the smallest unit for data.

a. bit b. byte c. MB d. TB

(شرق مدينة نصر 2025) (الإسكندرية - شرق 2025) (القاهرة - المستقبل 2025)

2 Ethernet is ..... than Wi-Fi.

a. faster b. more stable c. slower d. both a and b

3 A/An ..... drive is like a hard disk drive, but it runs faster.

a. screen b. external hard

c. keyboard d. Ethernet cable (أسيوط 2025)

4 ..... is a device that connects a computer to the Internet.

a. A router b. A flash memory

c. A microphone d. Gigahertz

(القاهرة - عين شمس 2025) (القاهرة - المستقبل 2025) (الغردقة 2025)

5 ..... is a cable that connects the computer to the router.

a. Ethernet b. Wi-Fi c. HDMI d. ISP

(القاهرة - الشروق 2025) (شرق مدينة نصر 2025) (القاهرة - المستقبل 2025)

6 A kilobyte = ... bytes. (الجيزة - العمرانية 2025)

a. 2,024 b. 1,000 c. 1,024 d. 2,024

7 The ..... is a cable that transfers audio and video to and from devices. (القاهرة - الزيتون 2024) (الجيزة - كرداسة 2024) (الجيزة - 6 أكتوبر 2024)

a. Ethernet cable b. HDD c. router d. HDMI

8 ..... is the abbreviation of Internet Service Provider. (الإسماعيلية 2025)

a. SPI b. PIS c. SIP d. ISP

9 A unit of measurement used to measure the network speed or Internet connection speed is ..... . (الإسكندرية - الجمرك 2025)

a. Mbps b. gigabytes c. bits d. None of them

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10 📖 ..... measures the number of cycles your CPU carries out per second. (العبور 2025)

a. Bit b. GB c. GHZ d. Mbps

11 The word "cat" has three letters and would need ..... .

(الإسكندرية - وسط 2025)

a. 5 bits b. 5 kbytes c. 3 bytes d. 6 bytes

12 The reason your home Internet connection is not working is because ..... .

a. there is no enough space b. there is no enough graphic storage

c. the connection was interrupted d. none of them (الإسكندرية - شرق 2023)

13 1 byte is equal to ..... bit(s).

a. 1,024 b. 1 c. 8 d. 5

14 One of the measurement units is the megabyte (Mb), which is equal to ..... .

a. 1,024 bytes b. 1,024 kilobytes

c. 1,024 megabytes d. 1,024 gigabytes (الإسكندرية – المنتزه ثانٍ 2023)

15 📖 To solve the problem of inability to store files on your computer, you can ..... . (أبناؤنا في الخارج 2025)

a. move old files to an external drive

b. move your computer to another place

c. connect your computer with a router

d. connect your computer with a scanner

16 If your home Internet connections is not working, you should ..... .

a. shut down some programs

b. move old files to an external drive

c. use Ethernet or contact the ISP d. try processing smaller files

17 Which one represents the correct arrangement of these measuring units of a computer from the biggest to the smallest?

a. Terabyte – megabyte – gigabyte b. Byte – megabyte

c. Megabyte – kilobyte – byte d. Gigabyte – terabyte – megabyte

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2 Put (✓) or (✗):

1 A bit is the smallest unit of data. ( )
(الإسكندرية - وسط 2025) (الغربية - طنطا 2025)

2 GHz (Gigahertz) is a unit for measuring the network speed. ( )
(القاهرة - الشروق 2024)

3 Ethernet is a cable that connects the computer to the router. ( )
(الإسكندرية - شرق 2025)

4 A kilobyte (KB) = 1,024 bytes. (الفيوم - شرق 2023) ( )

5 The word 'ICT' takes 3 bits to be stored in a computer. ( )

6 The Ethernet is more stable and faster than Wi-Fi. (الجيزة - جنوب 2024) ( )

7 To solve the problem of space, you must shut down your computer.
(الإسكندرية - وسط 2025) ( )

8 The router is used to connect the computer to the Internet. ( )
(الجيزة - العمرانية 2025)

9 A byte used to measure the network speed or Internet connection. ( )
(القاهرة - عين شمس 2025)

10 It is possible to connect to the Internet without an Ethernet cable. ( )
(الجيزة - العمرانية 2025)

11 1 gigabyte (GB) = 1,024 bytes. (الفيوم - شرق 2024) ( )

12 An external hard drive is like an HDD but much faster. ( )
(القاهرة - مصر القديمة 2024)

13 If you are not able to store files, you should try an Ethernet connection.
(الإسكندرية - العجمي 2025) ( )

14 A megabyte (MB) measures the speed of a network. (بندر دمنهور 2024) ( )

15 If the Internet is not working, you can contact the customer service. ( )
(الجيزة - العمرانية 2025)

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3 Complete the missing parts using the words between the brackets:

(Mbps – Ethernet cable – Gigahertz – router)

1 ..... is used to measure the number of cycles of the CPU per second. (أشمون 2025)

2 An ..... connects your computer or laptop to the router.

3 A ..... is a device that connects a computer to the Internet. (بورسعيد 2025) (الدقهلية 2025)

4 ..... is the measuring unit of the speed of a network. (سوهاج 2025)

4 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 1 byte	a. 1,024 kilobytes
2 1 megabyte	b. 1,024 bytes
3 1 gigabyte	c. 1,024 gigabytes
4 1 kilobyte	d. 1,024 megabytes
	e. 8 bits

1 ..... 2 ..... 3 ..... 4 .....

B

Column (A): Problem	Column (B): Solution
1 A poor video conference connection	a. Shut down some programs.
2 Not able to store files	b. Try an Ethernet connection.
3 Not enough graphics storage	c. Move old files to an external drive.

1 ..... 2 ..... 3 .....

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Play with PONY

Rearrange the units of measurement from largest to smallest to help the robot get the treasure:

MB - TB - Bit - KB - Byte - GB

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Lesson 2 Networks and Their Types

Networks

They are groups of people, or devices, that are connected to each other for a common purpose.

تُمثِّل مجموعات من الأشخاص أو الأجهزة المرتبطة ببعضها لهدف مشترك.

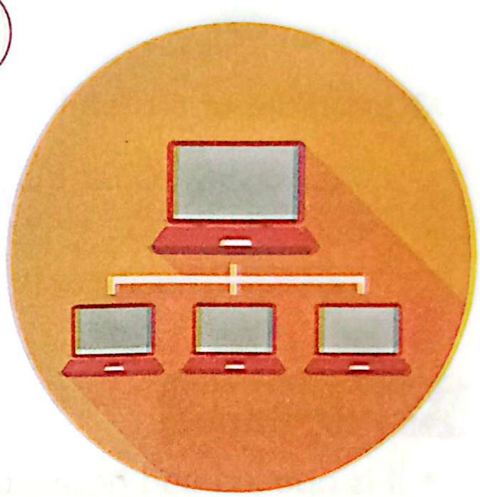
Types of Computer Networks

1 Local Area Network (LAN)

- It connects the computers inside a house or a small office.
- It can also connect printers and routers.

تربط أجهزة الحاسب داخل منزل أو مكتب صغير.

كما يمكنها ربط الطابعات وأجهزة التوجيه (الراوتر).



2 Internet

- The Internet is a global network that connects millions of computers from all around the world.

الإنترنت هو شبكة تربط أجهزة الكمبيوتر من جميع أنحاء العالم.

What do we need to connect a computer to the Internet?

- We need a gateway, such as a router.

Router

It connects your computer to an ISP (Internet Service Provider).

يقوم بربط جهاز الكمبيوتر الخاص بك بمزود خدمة الإنترنت.

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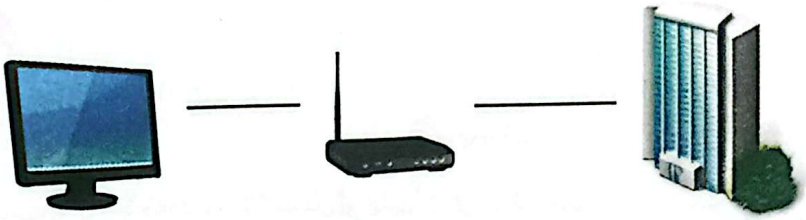
The ISP

(Internet Service Provider) is a company that provides the Internet service to customers.

(مزود خدمة الإنترنت) هو شركة تقدم خدمة الإنترنت للعملاء.



Computer — Router — Internet Service Provider

Egyptian Knowledge Bank
بنك المعرفة المصري

» **Note:** The Internet contains a vast amount of information, similar to a huge library with books, images, videos, and websites.

» **Example of a useful website:** The Egyptian Knowledge Bank (EKB).

« يحتوي الانترنت على كم هائل من المعلومات، أشبه بمكتبة ضخمة تضم كتبًا وصورًا وفيديوهات ومواقع إلكترونية.

ومن الأمثلة على المواقع المفيدة: بنك المعرفة المصري.

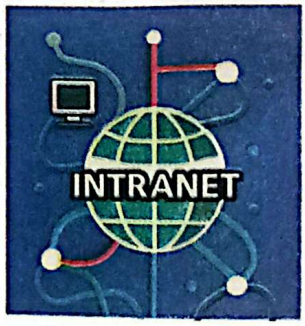
Open Network

- It is opened and accessible to all.

Examples: 1 Internet
2 World Wide Web (WWW)

هي شبكة مفتوحة ومتاحة للجميع مثل 1 شبكة الإنترنت 2 الشبكة العنكبوتية العالمية.

Closed Network



- It is a private network

Examples: 1 The intranet
2 The school computer lab

هي شبكات خاصة مثل 1 الإنترانت 2 معمل الكمبيوتر بالمدرسة

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Test Yourself

Complete the following sentences:

1. To be connected to the Internet, you need a device called ..... .
2. The Internet is a/an ..... network, but intranet is a/an ..... network.
3. WWW is a/an ..... network.
4. The ..... is the company that provides you with the Internet.

أهم الكلمات والمصطلحات			
Network	شبكة	Egyptian Knowledge Bank	بنك المعرفة المصري
Purpose	هدف - غرض	Accessible	متاح
Connection	الاتصال	Organization	منظمة
Gateway	بوابة (مدخل)	Lab	معمل
Internet Service Provider	مزود خدمة الإنترنت	World Wide Web	الشبكة العنكبوتية العالمية
Navigate	التنقل	Popular	مشهور

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Exercises on Lesson 2

1 Choose the correct answer:

1 ..... are groups of people or devices that are connected to each other. (أشمون 2025)

a. Computers b. Information
c. Gateways d. Networks

2 The ..... is an example of a useful website.

a. LAN b. EKB c. Internet d. all of them

3 To connect your computer to the Internet, you need a ..... .

a. network b. gateway
c. flash memory d. none of them

(الجيزة - العمرانية 2023) (الإسكندرية - شرق 2023)

4 The ..... consists of a computer connected to another device such as a printer or router.

a. LAN b. Ethernet c. WWW d. Internet

(شبين الكوم 2025)

5 The router is considered a/an ..... . (المنوفية - السادات 2023) (الدقهلية 2023)

a. browser b. antivirus c. gateway d. cable

6 📖 A/An ..... is a device that connects your computer to an ISP.

a. Bluetooth b. router c. Ethernet port d. HDMI

7 📖 A network that connects computers and their users worldwide is ..... . (الإسكندرية - الجمرك 2025)

a. local b. the Internet c. closed d. none of them

8 ..... is a company that provides the Internet service to customers.

a. An ISP b. A router c. WWW d. A gateway

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9 The Internet ia a/an ..... network.

a. open b. closed c. both a and b d. none of them

10 ..... is/are example(s) of open networks.

a. Intranet b. Internet c. WWW d. both b and c

11 📖 The school computer lab network is a ..... . (أسيوط 2025)

a. open network b. closed network

c. WWW d. Intranet

12 📖 When you connect a computer to another in the same place, you have a ..... . (أبناؤنا في الخارج 2025) (القاهرة - المستقبل 2025)

a. scanner b. LAN c. CPU d. ISP

13 ..... networks share public information. (الجيزة - جنوب 2024)

a. Opened b. Closed c. School d. None of them

2 Put (✓) or (✗):

1 The Internet is a network that connects computers from all around the world. (الإسكندرية - وسط 2024) ( )

2 A LAN is a wide area network. (الفيوم - إدارة شرق 2023) ( )

3 Connecting a computer to another computer in the same place is considered a local area network (LAN). (الإسكندرية - المنتزه أول 2025) ( )

4 The ISP is made up of web pages that people can navigate. ( )
(الإسكندرية - العجمي 2025)

5 The EKB is a useful source of knowledge. (القاهرة - مصر القديمة 2024) ( )

6 To connect a computer to the Internet, you only need a router (gateway). (القاهرة - المعادي 2024) ( )

7 WWW is a short form for the World Wide Web. (الجيزة - العمرانية 2023) ( )

8 A closed network is the one in a computer lab. ( )
(القاهرة - عين شمس 2025)

9 A school's computer lab could have its own closed network. ( )
(الجيزة - أبو النمرس 2023) (أسيوط 2024)

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3 Complete the missing parts using the words between the brackets:

(A router – An ISP – A LAN – closed)

1. ..... enables you to connect your laptop to the Internet.
2. ..... consists of one computer connected to a printer or a router.
3. ..... is the Internet service provided by Egyptian companies to citizens.
4. Your school's computer lab is a/an ..... network. (الإسكندرية - وسط 2025)

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A router	a. is an abbreviation of World Wide Web.
2 The Internet	b. is a computer network between some people in the same work.
3 The intranet	c. connects your computer to an ISP.
4 WWW	d. is a computer network between people all over the world.

1 ..... 2 ..... 3 ..... 4 .....

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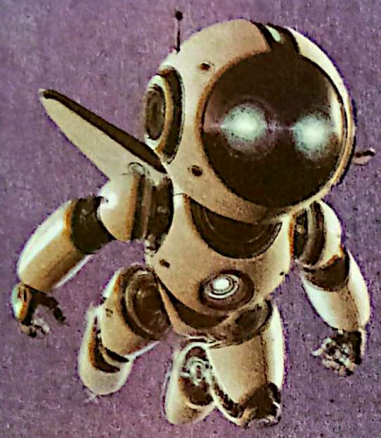


Help the robot know about network:

It is a global network that connects millions of computers from all around the world

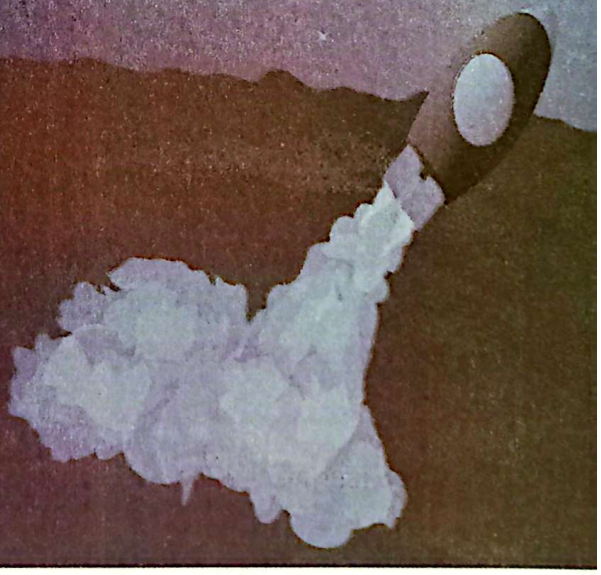
.....

They are groups of people or devices, that are connected to each other for a common purpose.

.....

It connects computers inside a house or a small office, and connects printers and routers

.....



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Test Yourself on Lessons 1&2

1 Put (✓) or (✗):

1 The Internet speed cannot be measured. (الإسماعيلية - إدارة شمال 2024) ( )
2 The Internet and WWW are examples of closed networks. ( )
3 One terabyte = 1,024 Mbytes (الجيزة - 6 أكتوبر 2024) ( )
4 A LAN may consist of a computer connected to a printer. ( )
5 A router is a device that connects a computer to the Internet. ( )
(الجيزة - العمرانية 2024)
6 The intranet is a public and opened network. ( )
7 An external hard disk is faster than an HDD. ( )
8 A USB cable connects computers to a router. (الإسكندرية - الجمرك 2024) ( )

2 Choose the correct answer:

1 8 bits are equal to one ..... .
a. kilobyte b. megabyte c. byte d. terabyte
2 A router works as a ..... .
a. printer b. gateway c. scanner d. hard disk
3 The ..... is like a hard disk drive but much faster. (القاهرة - المستقبل 2024)
a. DVD b. cable c. external hard drive d. HDMI
4 A common solution for poor video conference quality is to use the ..... .
a. wireless b. Bluetooth c. Ethernet d. Wi-Fi
5 1 gigabyte equals ..... . (دمياط 2024)
a. 1,024 kilobytes b. 1,024 bits c. 1,024 megabytes d. 1,024 bytes
6 The ..... connects a computer to the Internet via Wi-Fi or Ethernet. (بندر دمنهور 2024)
a. modem b. router c. switch d. CPU
7 One of the possible reasons for a home Internet outage is ..... .
a. flash memory is full b. no storage space
c. network connection interruption d. browsers (الإسماعيلية 2024)

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Lesson 3 Smart Communication Systems

Smart systems are part of our daily life.

Uses of Computer Networks

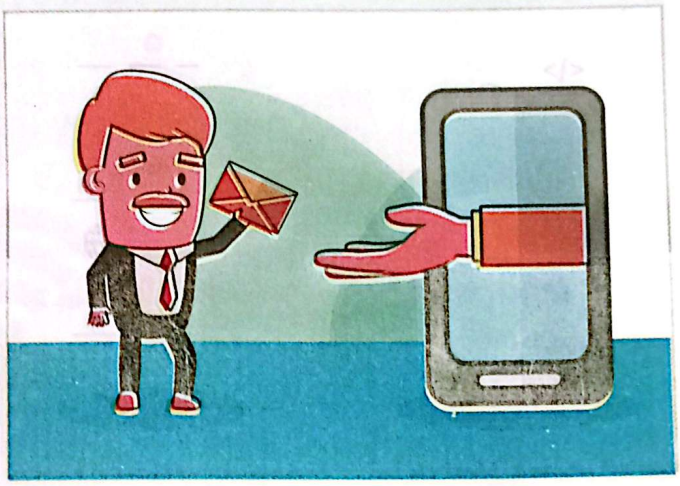
1 For people: للأشخاص

We communicate using computer networks every day to:

1. Send a text message.
2. Buy something online.
3. Share lessons.
4. Download or upload videos.

نتواصل يوميًا باستخدام شبكات الكمبيوتر لـ:

1. إرسال رسائل نصية.
2. شراء شيء عبر الإنترنت
3. مشاركة دروس.
4. تنزيل أو تحميل مقاطع فيديو.



2 For businesses: للشركات

They use networks every day to share information through:

1. Closed networks: to share private information.
2. Open networks: to share public information.

تستخدم الشركات والمؤسسات أيضًا الشبكات يوميًا لمشاركة المعلومات، من خلال:

1. شبكات مغلقة لمشاركة المعلومات الخاصة.
2. شبكات مفتوحة لمشاركة المعلومات العامة.

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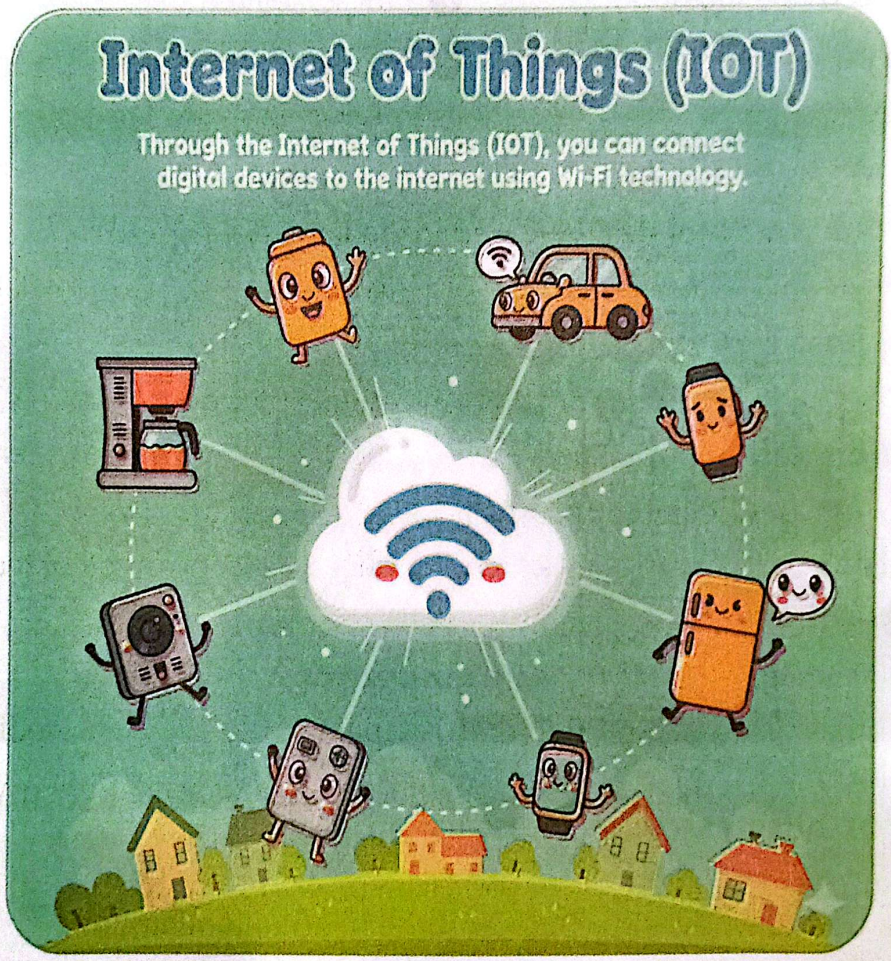
Internet of Things

- Through the Internet of things (IoT), you can connect your digital devices to the Internet using Wi-Fi.
- This technology allows you to connect devices such as the Bluetooth speakers from anywhere.
- It also enable wireless data transfer between devices over short distances.
- This technology is useful for people of determination.

- من خلال إنترنت الأشياء (IoT) يمكنك ربط الأجهزة الرقمية بالإنترنت باستخدام تقنية الواي فاي.
- تمكنك هذه التقنية من التحكم في الأجهزة مثل مكبرات الصوت العاملة بالبلوتوث من أي مكان.
- وتعد هذه التقنية مفيدة للأشخاص ذوي الاحتياجات الخاصة.



أهم الكلمات والمصطلحات			
Private information	معلومات خاصة	People of determination	الأشخاص ذوو الاحتياجات
Public information	معلومات عامة	Internet of Things	إنترنت الأشياء
Short range	مدى قصير		

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Exercises on Lesson 3

1 Choose the correct answer:

1 ..... allow(s) you to control the connected devices using Wi-Fi.
a. Email b. Search engines
c. Internet of Things d. Social media (شرق مدينة نصر 2025)

2 We can use computer networks to ..... .
a. send text messages b. buy something online
c. download videos d. all of them

3 Every time you send a message or shop online, you are using ..... .
a. games b. computer networks
c. books d. television

4 The IoT consists of devices linked to the Internet via ..... .
a. Bluetooth b. Wi-Fi c. a network d. a satellite
(القليوبية 2025)

5 To share ..... information, you can use open networks.
a. private b. personal c. public d. confidential

6 IoT connects digital devices to the ..... using Wi-Fi.
a. Intranet b. Internet c. Bluetooth d. all of them

7 Businesses and organizations use ..... networks to share private information.
a. open b. closed c. public d. Bluetooth

8 📖 ..... allow(s) you to control connected devices using Wi-Fi.
a. Email b. Internet of Things
c. Search engines d. Social media sites

9 Companies use ..... networks to share information.
a. open b. closed c. both a and b d. none of them

10 The connection of a washing machine to an application on the mobile is called the ..... .
a. LAN b. screen reader
c. Internet of Things d. mobile development (دمياط 2024)

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11 The Internet of Things connects ..... to the Internet.

(القاهرة - الشروق 2025)

a. digital devices b. networks c. HDMI cable d. all of them

2 Put (✓) or (✗):

1 People communicate every day using computer networks. ( )

2 The digital washing machine is an example of the Internet of Things (IoT).

(أسيوط 2024) (المنوفية - السادات 2023) ( )

3 Smart systems are not part of our daily life. ( )

4 Shopping online means you are using a computer network. ( )

5 Companies only use closed networks to exchange information. ( )

6 IoT allows connecting digital devices through Wi-Fi. ( )

(أسيوط 2024) (الجيزة - العمرانية 2023)

7 IoT can help people with disabilities. ( )

8 Closed networks are also called private networks. ( )

9 The Internet of Thing is the connection of digital home appliances to the Internet.

(القليوبية 2025) ( )

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Play with PONY

Help the robot choose the appropriate technology:

(IoT - Bluetooth speaker)

1- The ..... connects digital devices to the Internet using Wi-Fi.

2- Using the IoT, you can control your ..... from anywhere.

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Lesson 4 Internet Connection Problems and How to Solve Them

» Scientists use:

1
- » Word: to write reports.
- » Excel: to create tables and graphs.
- » PowerPoint: to make presentations.

« برنامج Word لكتابة التقارير، وExcel لإنشاء الجداول والرسومات البيانية، وPowerPoint لعمل عروض تقديمية.

2
- » Email and video conferencing: to share their researches and discoveries with others.

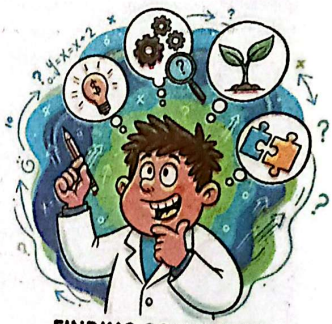
« البريد الإلكتروني ومؤتمرات الفيديو؛ لمشاركة أبحاثهم واكتشافاتهم مع الآخرين.

» But what happens when the computer refuses to cooperate? Even experts face this problem.

« لكن ماذا يحدث عندما يرفض الكمبيوتر التعاون؟ حتى الخبراء يواجهون هذه المشكلة.

Five Steps to Solve Computer Problems

1. Identify the problem:
   - » Is it a hardware or software problem?
   - » Is it a user mistake?
2. Plan solutions:
   - » Think about what could solve it, such as restarting the computer or checking for updats.
3. Try the solutions:
   - » Try each one until you find a solution.
4. Review:
   - » Which solution worked and why?
   - » If none worked, what did you learn from the attempt?



FINDING SOLUTIONS

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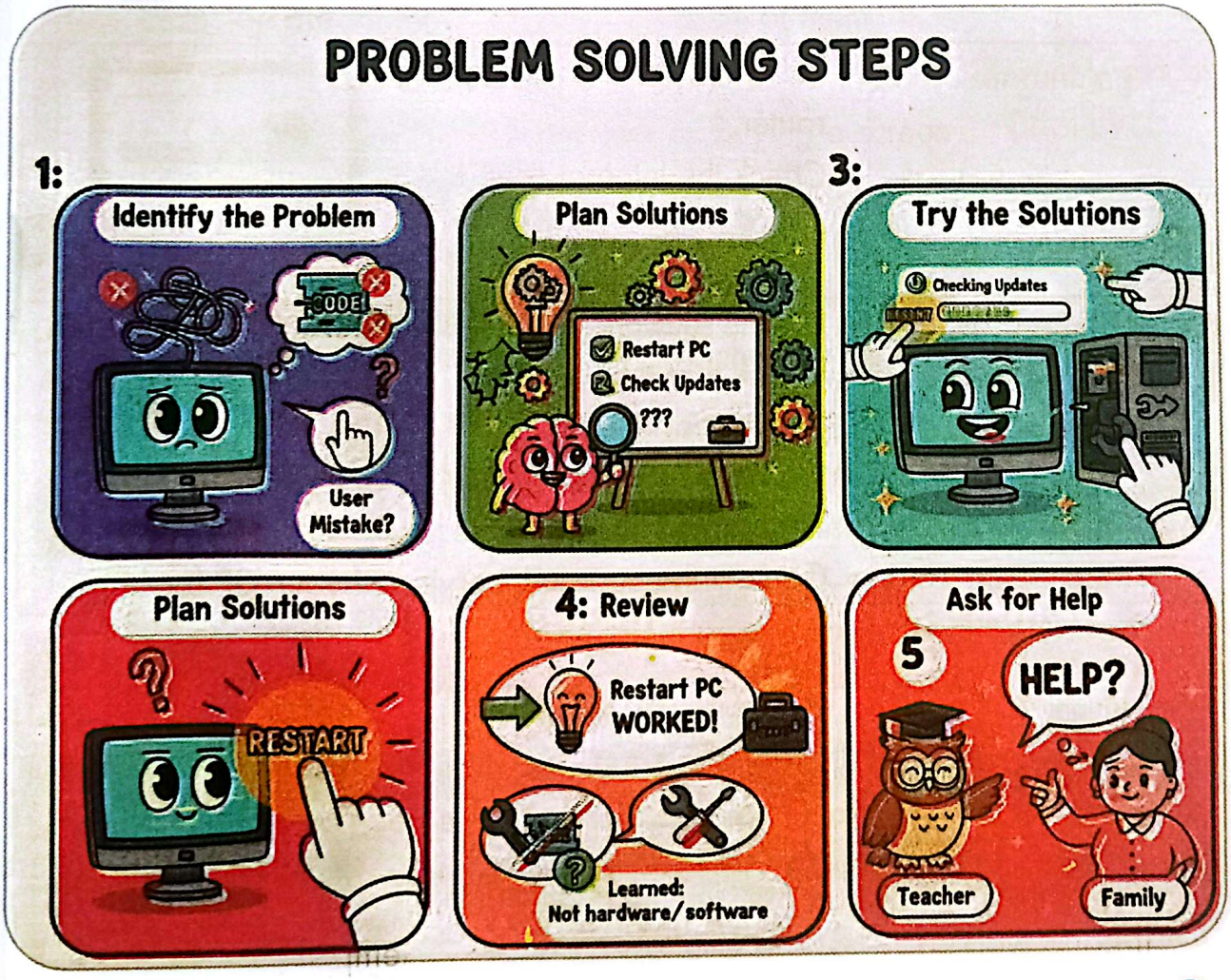
5 Ask for help:

» If you cannot find a solution, ask your teacher or a family member.

1. حدِّد المشكلة: هل هي مشكلة في الأجهزة أم في البرامج؟ هل هو خطأ من المستخدم؟
2. خطط للحلول: فكر في الحلول الممكنة، مثل إعادة تشغيل الكمبيوتر أو البحث عن تحديثات.
3. جرب الحلول: جرب كل حل حتى تجد حلًّا.
4. راجع: أي الحلول نجح ولماذا؟ إذا لم ينجح أي منها، فماذا تعلمت من المحاولة؟
5. اطلب المساعدة: إذا لم تجد حلًّا، فسأل معلمك أو أحد أفراد عائلتك.



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Unit

Following a process when troubleshooting will help you:

1. Find solutions faster.
2. A solution that did not work for one problem may help you solve another problem later.

إن اتباع خطوات محددة عند العمل على اكتشاف المشكلات وإصلاحها، سيساعدك على التوصل إلى الحلول بشكل أسرع.
وإذا لم تنجح فكرة ما توصَّلت إليها في حل مشكلة معينة، فقد تسهم في حل مشكلة أخرى.

Problem	Solution
1 The computer slows down when opening an app. بطء جهاز الكمبيوتر عند فتح أحد التطبيقات.	• Shut down and restart it. • Check for software updates. • Delete unwanted apps.
2 The browser is running slow. المتصفح يعمل ببطء.	• Check the Wi-Fi signal. • Update the app
3 Slow to download التحميل بطيء.	• Restart your computer and router. • Check the Internet speed.
4 No Internet connection لا يوجد اتصال بالإنترنت.	• Use the software to troubleshoot your Wi-Fi connection. • Check that the router is connected. • Restart your router. • Try a new Ethernet cable. • Contact the customer service of your ISP for help.

أهم الكلمات والمصطلحات

Presentations	العروض التقديمية	Shut down	أغلق جهازك
Identify	حدِّد	Check	افحص
Issue	مشكلة	Restart	أعد التشغيل
Plan	خُطة	Software updates	تحديثات البرامج
Potential solutions	الحلول المحتملة		

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Exercises on Lesson 4

1 Choose the correct answer:

1 Scientists uses emails and ..... to share their discoveries with their colleagues. (القاهرة - المستقبل 2024)

a. Facebook b. MS Word
c. MS Excel d. video conferences

2 The first step of discovering and solving problems is ..... the problem. (القاهرة - عين شمس 2025)

a. identifying b. movie c. deleting d. bit

3 To fix the Internet connection problems, ... (القاهرة - الشرق 2025)

a. check if the router is on b. try a new Ethernet cable
c. restart the router d. all of them

4 ..... is one of the suggested solutions for the browser running slow.

a. Checking the Wi-Fi connection b. Buying a screen
c. Changing the keyboard d. Buying a printer (شرق مدينة نصر 2025)

5 If there is no Internet connection, ... (الجيزة - الشيخ زايد 2023)

a. update the software b. delete unwanted apps
c. check the Internet speed d. check if the router is connected

6 If your download is slow, possible solutions include ..... .

a. restarting your computer b. restarting the router
c. checking the Internet speed d. all of them (السويس 2024)

7 The ..... step to solve a problem is to define the problem.

a. first b. second c. third d. fourth

(بورسعيد 2025) (الإسماعيلية - إدارة شمال 2024)

8 Check for software updates when ..... .

a. there is no Internet connection b. downloading a file is very slow
c. the computer slows down on opening an app d. none of them

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9 Try a new Ethernet cable when ..... .
a. there is no Internet connection b. the computer is not working
c. the screen freezes d. all of them

10 One of the possible solutions to the problem of the computer slowing when opening an application ..... . (بين الكوم 2025)
a. check for software updates b. check the Wi-Fi
c. restart the router d. all of the previous

11 Slow downloads may be due to low ..... speed. (الإسكندرية - وسط 2025)
a. monitor b. Internet c. memory d. keyboard

12 If you can't solve the Internet speed problem, contact your ..... for help
a. police b. manufacturer
c. friend d. ISP

13 Making sure that the router is connected, and restarting the router are possible solutions of the problem of: ..... . (القليوبية 2025)
a. the computer slowing down b. the browser running slow
c. no Internet connection d. slow downloads

14 ..... is the last step on finding problems and solving them. (الغردقة 2025)
a. Identifying the problem b. Studying the possible solutions
c. Finding the suitable solution
d. Asking your teacher or family member for help

2 Put (✓) or (✗):

1 Scientists use Office Programs such as Word, Excel, and PowerPoint in their researches. ( )

2 Follow the troubleshooting process to solve computer problems. ( )

3 Identifying the problem is the last step in solving computer problems. (الإسكندرية - وسط 2025) (الدقهلية 2025) (دمياط الجديدة 2024) ( )

4 PowerPoint is a Microsoft program used for making presentations. (بورسعيد 2025) ( )

5 You can use software to check your Internet connection. ( )

6 One of the possible solutions of the Internet outage is to change the Ethernet cable. (القاهرة - المستقبل 2024) ( )

7 When the browser is running slow, you have to check the Wi-Fi signal. (الشرقية - شرق الزقازيق 2024) ( )

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8 We should regularly check for software updates to avoid software problems. ( )

9 Checking the Wi-Fi connection is one of the suggested solutions for slow browser. (الإسكندرية - المنتزه ثانٍ 2025) ( )

10 One of the possible reasons for slow downloads is the Internet speed. (الجيزة - جنوب 2024) ( )

11 Studying the suggested solutions is the second step in problem solving. (الغردقة 2025) ( )

12 Restarting the router is one of the ways to solve the slow downloads problem. ( )

13 When there isn't an Internet connection, it's good to restart your router. (دمياط 2024) ( )

14 A solution to the problem of the computer slowing down when opening an app is to check the Wi-Fi signal. (القليوبية 2025) ( )

15 You can ask for your teacher's assistant or one of your family members if you can't solve a problem. (شرق مدينة نصر 2025) ( )

3 Arrange the following steps:

a (.....) Plan different ways to solve the problem.

b (.....) Go through your potential solutions.

c (.....) Ask your teacher or a member of your family for help.

d (.....) Which solution worked?

e (.....) Identify the problem.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
Problem	Solution
1 No Internet connection	a. Delete unwanted apps.
2 Download is slow	b. Check the router is connected.
3 The computer slows down when opening an app.	c. Check the Internet speed.

1 ..... 2 ..... 3 .....

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Play with PONY

Follow the steps to solve computer problem

Ask your teacher or family for help.

Identify the problem.

Plan a different solution.

Plan different ways to solve the problem.

Identify the problem.

Finish

Ask your teacher or family for help.

Go through potential solutions.

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Test Yourself on Lessons 3&4

1 Choose the correct answer:

1 The intranet is a/an ..... network. (الدقهلية - بلقاس 2024)
a. public b. WWW c. open d. closed

2 ..... is/are one of the Internet of Things devices. (القاهرة - المستقبل 2024)
a. Digital refrigerators b. Watches c. Cars d. WWW

3 If there is no Internet connection, check if the ..... is connected first.
a. app b. computer c. router d. camera

4 One solution for the problem of slow downloads is to ..... .
a. download the program b. restart the computer
c. delete the program d. prize (الإسكندرية - المنتزه ثان 2025)

5 To use the Internet in your home, you need ..... .
a. a computer or mobile phone b. a router
c. a service provider d. all of them (القاهرة - الشروق 2024)

6 A weak Wi-Fi signal affects the ..... .
a. video conference b. storage space
c. graphic storage d. keyboard speed

7 The first step in the problem-solving process is to ..... .
a. identify the problem b. plan a solution
c. try the solution d. review the solution

2 Put (✓) or (✗):

1 IoT technology enables wireless data transfer between devices. ( )
2 Restarting the router can fix the slow download speed. ( )
3 The Internet is an open network. ( )
4 A LAN may consist of a computer connected to a printer. ( )
5 The World Wide Web (WWW) is a closed network. (القاهرة-الشروق 2024) ( )
6 Scientists use emails only to share their discoveries and researches. ( )
7 The intranet is a public and open network. ( )
8 A Bluetooth speaker is an example of the Internet of Things. ( )

(الجيزة - الشيخ زايد 2024)

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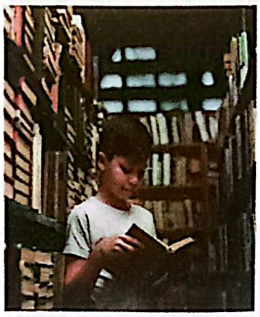
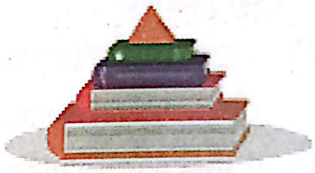
Lesson 5 Digital Files and How to Deal with Them

» We can find information from:

① QR Codes	② Libraries	③ Trusted websites
		 Egyptian Knowledge Bank بنك المعرفة المصري
رمز الاستجابة السريعة	المكتبات	مواقع الإنترنت الموثوقة

» **Note:** QR Code: It helps us access the information easily and quickly by scanning the code with a camera phone.

« يساعدنا رمز الاستجابة السريعة في الوصول إلى المعلومات بسهولة وبسرعة عن طريق مسح الرمز باستخدام هاتف مزود بكاميرا.

Computer Accessories (Input Devices)

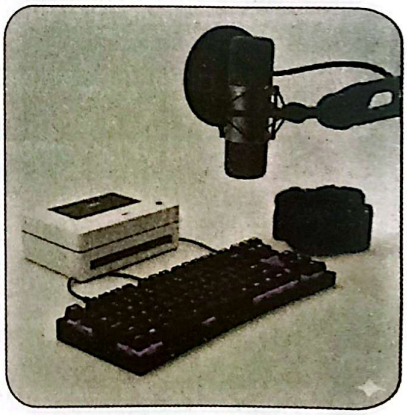
» A computer can be connected to devices that help us perform tasks.

» These devices are called accessories.

» Examples: Input devices, such as:

① Keyboard ② Microphone

③ Scanner ④ Web camera



Note: A scanner: It is used to save images and documents on a computer.

الأجهزة الملحقة (وحدات الإدخال):

« يتم توصيل جهاز الكمبيوتر بأجهزة أخرى تساعدنا على إنجاز المهام، وهذه الأجهزة نسميها الملحقات.

« ومن أمثلة وحدات الإدخال: لوحة المفاتيح والميكروفون والماسح الضوئي وكاميرا الويب.

« يستخدم الماسح الضوئي لإدخال صور ومستندات إلى الكمبيوتر.

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Storage Devices:

- After the data entry stage, the computer processes the data.
- When we finish preparing our files, we need to save the files so we don't lose them.
- Files can be saved on:

❶ A Hard Disk Drive (HDD):

- The main place for saving files on the computer.
- It has a very large storage capacity to save all your files.

❷ A Flash Memory:

- It is a small portable device that can be connected to the computer.
- It is used to save and transfer the files to another device.

أجهزة التخزين: بعد إدخال البيانات ومعالجتها على جهاز الكمبيوتر، نحتاج إلى حفظ ملفاتنا حتى لا نفقدها ويتم حفظ البيانات على:

- القرص الصلب: هو المكان الرئيسي لحفظ الملفات داخل الكمبيوتر، ويتميز بمساحة تخزينية كبيرة جدًا تحفظ كل الملفات.
- ذاكرة الفلاش: هو جهاز صغير متنقل بمكان توصيله بالحاسب الآلي، ويستخدم لحفظ ملفاتك ونقلها إلى أي جهاز آخر.

Organizing Information:

- Organizing information on the computer is like organizing books in a library.

- إن تنظيم المعلومات على الكمبيوتر يشبه تنظيم الكتب في المكتبة.

File Management

- It means creating folders and putting each type of file in the right place.
- This makes it easy to find files quickly.

إدارة الملفات: تعني إنشاء مجلدات ووضع كل نوع من الملفات في مكانه الصحيح. وهذا يسهل العثور على الملفات بسرعة.

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» The operating system (such as Windows) helps us in file management by:

1 Creating a folder:

- A folder is like a box where you can store similar files.
- Example: Create a folder called "**Family Photos**" to keep all your photos, or "School Homework" for your assignments.

2 Naming files:

- Give a clear name for the files so their content is easy to recognize.

3 Moving files:

- Files can be moved from one place to another on the computer.

4 Saving photos and videos:

- Using the web cam to take photos and videos, then save them in a special folder such as "Photos and Videos"
- Organize them inside the folder by date or event.

يساعدنا نظام التشغيل (مثل ويندوز) في إدارة الملفات من خلال:

1 **إنشاء المجلدات:** المجلد مثل الصندوق، يمكنك وضع ملفات متشابهة داخله.

مثل: أنشئ مجلدًا باسم "صور العائلة" لحفظ جميع صورك، أو "واجبات المدرسة" لواجباتك.

2 **تسمية الملفات:** يجب أن نختار اسمًا واضحًا للملفات ليسهل التعرف على محتواها.

3 **نقل الملفات:** يمكن نقل الملفات من مكان لآخر داخل الكمبيوتر.

4 **حفظ الصور والفيديو:** يمكن استخدام كاميرا الويب لالتقاط الصور أو الفيديوهات وحفظها داخل مجلد خاص (مثل "صور وفيديوهات") وتنظيمها حسب التاريخ أو الحدث.

Steps to Create a New Folder

1 Go to the place where you want to create the folder (e.g., Desktop, Documents, or Pictures).

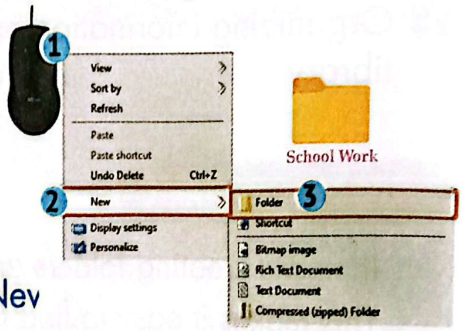
2 Right click on any empty space.

3 A menu will appear. Click on New.

4 Another menu will appear. Choose Folder.

5 A new folder will appear with the name "Nev

6 Type the name you want for the folder, for example: "Math Homework" or "Family Photos".



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7 Press Enter on the keyboard to confirm the name.

Note: A main folder can contain one or more subfolders.

خطوات إنشاء مجلد جديد:

1 اذهب إلى المكان الذي تريد إنشاء المجلد فيه (مثل سطح المكتب، أو المستندات، أو الصور).

2 اضغط بزر الفأرة الأيمن في أي مساحة فارغة.

3 ستظهر قائمة، ضع مؤشر الفأرة على كلمة جديد (New)..

4 ستظهر قائمة فرعية أخرى، اختر منها مجلد (Folder).

5 سيظهر المجلد الجديد باسم مؤقت "مجلد جديد" (New Folder).

6 اكتب الاسم الذي تريده مثل "واجبات الرياضيات" أو "صور العائلة."

7 اضغط على زر Enter من لوحة المفاتيح لتثبيت الاسم.

ملاحظة: يمكن أن يحتوي المجلد الرئيسي على مجلد فرعي واحد أو أكثر.

أهم الكلمات والمصطلحات			
QR Code	رمز الاستجابة السريع	Main folder	ملف رئيسي
Libraries	المكتبات	Subfolder	ملف فرعي
Access	الوصول	Button	زر
Scanner	الماسح الضوئي	Take a photo	يلتقط صورة

CamScanner

Exercises on Lesson 5

1 Choose the correct answer:

1. You can get information from the ..... .
   a. school library b. websites c. QR Codes d. all of them
2. A ..... is used to input pictures and files on the computer.
   a. keyboard b. printer c. scanner d. CPU

(القاهرة - مصر القديمة 2024)

3. We can share and store information using a/an ..... . (القليوبية 2025)
   a. flash memory b. HDD c. keyboard d. both a and b
4. The ..... is the main place for saving the files on the computer.
   a. hard disk drive b. router c. scanner d. box
5. You can organize files on your device using ..... . (الإسكندرية - المنتزه ثانٍ 2025)
   a. folders b. copy c. paste d. limited space
6. The ..... is used to insert images and use them later. (الجيزة - الهرم 2024)
   a. keyboard b. printer c. microphone d. scanner
7. When you click on ..... then "Folder", a folder is created.

(القاهرة - الشروق 2025)

   a. Exit b. Save c. New d. File
8. To create a main folder, press ....., then select "New Folder".
   a. right click b. left click c. both a and b d. none of them
9. We can create a main folder and add ..... to it. (أبناؤنا في الخارج 2025)
   a. subfolders b. printers c. deleted folder d. speakers

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2 Put (✓) or (✗):

1. A QR Code is used to get information quickly. (الإسكندرية - وسط 2025) ( )
2. Files can be saved on a flash memory or a hard disk drive. ( )
3. 🕮 The main folder can contain one or more subfolders. (سوهاج 2025) ( )
4. The operating system helps in file management. ( )
5. You can add a main folder inside subfolders to manage files. ( )

(الإسكندرية - شرق 2024)

6. To create a new folder, left-click on an empty space. ( )
7. Data must be organized on the computer for easy retrieval. ( )

(الإسكندرية - المنتزه أول 2023)

8. It is preferable to give each folder an appropriate name. ( )
9. The main folder contains subfolders and files. (الإسكندرية - المنتزه ثانٍ 2023) ( )
10. An operating system does not allow you to add a subfolder inside a main folder. (دمياط 2025) (الإسكندرية - إدارة وسط 2023) ( )

3 Arrange the following steps:

a. (.....) Type a name for the main folder (Books).
b. (.....) Add subfolders.
c. (.....) Put the books in the correct folder.
d. (.....) Type the names of the folders (Science – Math – History).
e. (.....) Create the main folder.

4 Complete the missing parts using the words between the brackets:

(QR Codes – scanner – computers – flash memory – camera – Libraries)

1. A ..... helps us store and transfer files and information.
2. A ..... helps us get images, while a ..... helps us save them on the computer.

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3 ..... contain printed books, while ..... contain digital books.

4 ..... help us access the information by scanning them with a phone camera.

5 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A digital camera	a. helps us enter and store images into a computer.
2 A QR Code	b. takes pictures and videos during video chats.
3 A scanner	c. is a quick and easy way to share information.

1 ..... 2 ..... 3 .....

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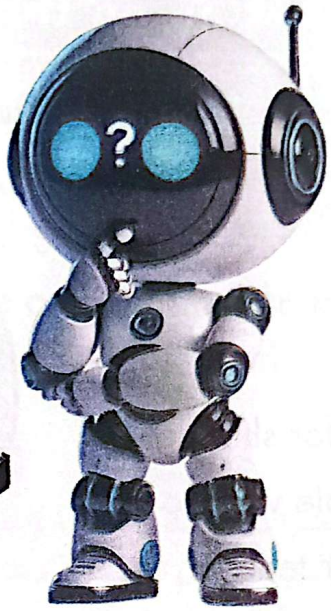
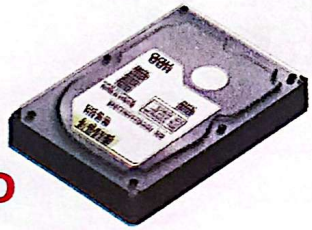
Play with PONY

Help the robot match each tool with its function:

QR Code



Flash memory



HDD

Web camera

1- It is the main place for saving files on the computer.

.....

2- It is used to store and share information and data.

.....

3- It helps us access the information easily and quickly by scanning the code with a phone camera.

.....

4- It is an input computer accessory.

.....

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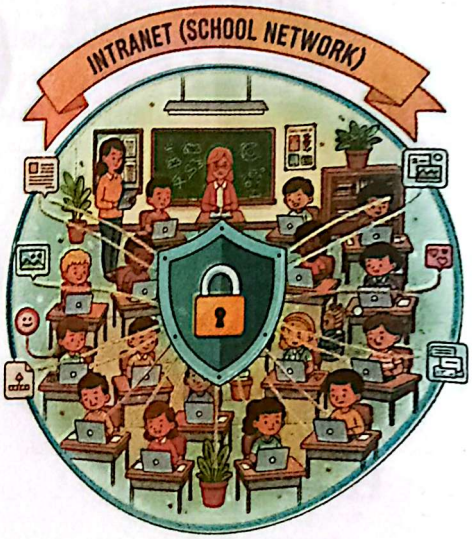
Lesson 6 Information Sharing: When, Where, and How?

- Sharing information is like giving a gift; we must know to whom we giv it, when, and how.

مشاركة المعلومات تشبه إعطاء هدية، يجب أن نعرف لمن نعطيها، ومتى، وكيف.

1 Sharing information on the Intranet

- Imagine you have a secret, would you share it with everyone in the street? Of course not.
- An intranet is a school or home network.
- It is like a safe place for sharing information with people we know and trust (such as your teacher, or your classmate, or your school).



مشاركة المعلومات عبر الإنترانت:

- تخيل أن لديك سرًّا، هل ستشاركه مع كل الناس في الشارع؟ بالطبع لا
- إن الشبكة الداخلية (Intranet) مثل شبكة المدرسة أو المنزل تشبه مكانًا آمنًا لمشاركة المعلومات مع أشخاص نعرفهم ونثق بهم (مثل معلمك أو زميلك أو المدرسة).

When to share on the intranet?

- In school: To send a homework to your teacher or share a school project with your classmates.
- At home: To send a family photo to your brother or sister using the home computer.

متى نشارك المعلومات على الإنترانت؟

- في المدرسة: عندما تريد إرسال واجب لمعلمك أو مشاركة مشروع مدرسي مع زملائك في الفصل.
- في المنزل: عندما تريد إرسال صورة عائلية لأخيك أو أختك على جهاز الكمبيوتر في المنزل.

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2 Sharing information on the Internet

- The Internet is a huge world, full of all kinds of people, including strangers.
- It is less secure; you must be careful when sharing on it.

مشاركة المعلومات على الإنترنت:

- يعتبر الإنترنت العالم الكبير الذي يضم جميع أنواع الناس، بما فيهم الغرباء.
- هي أقل أمانًا لذلك يجب أن تكون حذرًا عند مشاركة أي شيء عليه.

When to share on the Internet?

- General useful information: Sharing scientific facts about space or nature in a blog.
- Public information: Sharing a video of a trip to the zoo for friends around the world to see.

متى نشارك المعلومات على الإنترنت؟

- معلومات مفيدة عامة: مشاركة حقائق علمية عن الفضاء أو الطبيعة في مدونة.
- معلومات عامة: نشر فيديو عن رحلة إلى حديقة الحيوان ليشاهده أصدقاؤك حول العالم.

Note: Don't share personal information such as your full name, home address, or phone number on the Internet.

ملاحظة: لا تشارك أبدًا معلوماتك الشخصية مثل اسمك بالكامل، أو عنوان منزلك، أو رقم هاتفك على الإنترنت.

Spreadsheets and Sharing information

- Spreadsheets programs such as MS Excel are powerful tools to help us organize numbers and calculations.

برامج الجداول الحسابية مثل MS Excel هي أدوات رائعة تساعدنا في تنظيم الأرقام والعمليات الحسابية.

1 Setting formulas in Excel

- You can set a formula to add (+), subtract (-), multiply (*), or divide (/):
  1. Click on the cell you want to set a formula in.
  2. Type "=" in this cell. This tells Excel you are creating a formula.

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Examples of formulas:

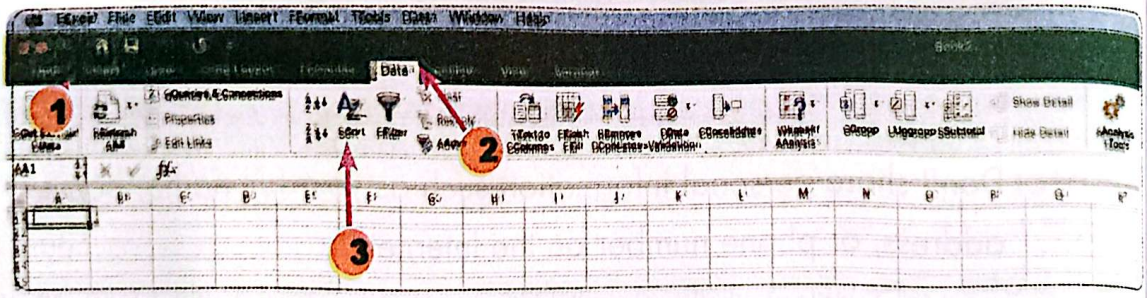
1. Addition: To add the values of cells A1 and B1, we write: = A1 + B1
2. Subtraction: To subtract the value of cell B1 from A1, we write: = A1 - B1
3. Multiplication: To multiply the values of cells A1 by B1, we write: = A1 * B1
4. Division: To divide the values of cells A1 by B1, we write: = A1/B1

NOTES:

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the rows.

- في Excel، يتم تسمية الخلية باستخدام مزيج مُكَوَّن من حرف ورقم.
- الأحرف في أعلى الأعمدة، والأرقام على الجانب الأيسر من الصفوف.

2 Sorting information in an alphabetical order



» Go to the toolbar and click on "Data". Then click on "Sort".

» اذهب إلى شريط الأدوات (Toolbar)، وانقر على علامة التبويب «بيانات» (Data)، ثم على «فرز» (Sort).

أهم الكلمات والمصطلحات

Secure	أمان	Alphabetical order	ترتيب أبجدي
Closed network	شبكة مغلقة	Columns	أعمدة
Open network	شبكة مفتوحة	Rows	صفوف
Toolbar	شريط الأدوات	Cells	خلايا
Data	البيانات	Formula	صيغة (معادلة)

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Exercises on Lesson 6

1 Choose the correct answer:

1. The Internet is a/an ..... network. (أسمون 2025) (الإسكندرية - المنتزه ثان 2025)
   a. open b. closed c. private d. all of them
2. ..... is a private network that connects people at work or home only. (الجيزة - العمرانية 2024)
   a. Global Network b. EKB c. WWW d. Intranet
3. The ..... is used to share in a closed network and is more secure. (القاهرة - عين شمس 2025)
   a. camera b. intranet c. word d. photo
4. ..... is a network used to share information, and is less secure.
   a. Email b. Internet c. Intranet d. Network

(القاهرة - مصر القديمة 2024) (الغربية - طنطا 2024) (دمياط الجديدة 2024) (المنوفية - السادات 2023)

5. Sharing information via the Internet is considered ..... than the intranet. (أسيوط 2025) (الجيزة - العمرانية 2025)
   a. unreliable b. less secure c. more secure d. none of them
6. We use ..... program to create a simple formula and graph.
   a. PowerPoint b. Excel c. Windows d. Paint

(أبناؤنا في الخارج 2025)

7. To create a simple formula in Excel you must start with ..... .
   a. $ b. @ c. = d. &

(الدقهلية 2025) (الإسماعيلية 2025) (بورسعيد 2025)

8. When arranging information alphabetically in Excel, go to the ..... . (الشرقية – شرق الزقازيق 2024) (الإسكندرية - المنتزه أول 2023)
   a. copying b. toolbar c. layout d. cells
9. To multiply the values in cells A5, B5, we use the formula ..... .
   a. = A5 + B5 b. = A4 + B5 c. = A5 * B5 d. = A5 – B5

(الدقهلية 2025)

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Unit 1

10 The letters A, B and C in Excel program refer to ..... .
a. row titles b. column headings
c. cell titles d. keyboard (الإسكندرية - المنتزه أول 2025)

11 The left side of the rows in Excel are ..... .
a. numbers b. letters c. both of them d. none of them

12 To arrange information alphabetically in Excel, go to the toolbar, and click on "Data", then click on "..... ".
a. Layout b. Format c. Sort d. Save

13 A cell in column B and the third row of the cell is called ..... .
a. A3 b. 3B c. B3 d. 5B
(العبور 2025) (القاهرة - الزيتون 2024)

14 To sum the values inside columns A, B, C in row 3 the correct formula is ..... . (أسيوط 2025)
a. = A1 + B2 + C3 b. = A3 + B3 + C3
c. = A1 + B2 d. = A1 + B2 + A3

15 Cell A9 in Excel refers to ..... . (القاهرة - الشروق 2025)
a. column A and row 9 b. the nine row
c. column A d. row A and column 9

16 If you want to calculate the sum of values in cells, A1, A2 and A3 we write the formula ..... . (القليوبية 2025)
a. = A1 + 2 + 3 b. = AAA + 123
c. = A1 + A2 + A3 d. = A1 + A2 + A3

17 A cell in Excel can contain text or ..... . (الإسكندرية - المنتزه ثانٍ 2025)
a. Numbers b. Equations c. a and b d. prize

2 Put (✓) or (✗):

1 Excel helps perform mathematical calculations. ( )
(الإسكندرية - الجمرك 2025)

2 Intranet is used to share in a closed network and is more secure. ( )
(الإسكندرية - وسط 2025)

3 Sharing information via Internet is more secure. ( )
(الإسكندرية - شرق 2025)

4 You can add or subtract any numeric data using Microsoft Excel. ( )

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5 Information cannot be arranged alphabetically in Excel. (الإسكندرية - المنتزه أول 2025) (الجيزة - العمرانية 2025) ( )

6 To create a formula in Excel, we use the "#" sign. (الإسكندرية - وسط 2025) ( )

7 The left side of the rows in Excel are numbers. (الإسكندرية - وسط 2025) ( )

8 In excel program, cell A5 is the intersection of column 5 and row A. (شبين الكوم 2025) ( )

9 Columns in Excel are labeled with numbers. (البحيرة - دمنهور 2024) ( )

10 The cell in Excel can contain only numbers. (القاهرة - النزهة 2023) ( )

11 We can arrange the information alphabetically in Excel using the Sort property. ( )

3 Complete the missing parts using the words between the brackets:

(+ - subtraction - = - letters - numbers - Sort)

1 The information can be arranged alphabetically by the ..... property.

2 Formulas in Excel must begin with the ..... sign. (الدقهلية 2025)

3 The perform addition in Excel, use the ..... sign. (الإسكندرية - وسط 2025)

4 The rows are labeled with ....., while the columns are labeled with ..... .

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The Internet	a. can help in arranging the information alphabetically.
2 The intranet	b. is used to subtract two or more cells in Excel.
3 Sort	c. is used to share information in an open network.
4 +	d. is used to start any formula using Excel.
5 -	e. is used to share information in a closed network.
6 =	f. is used to add two or more cells in Excel.

1 ..... 2 ..... 3 .....

4 ..... 5 ..... 6 .....

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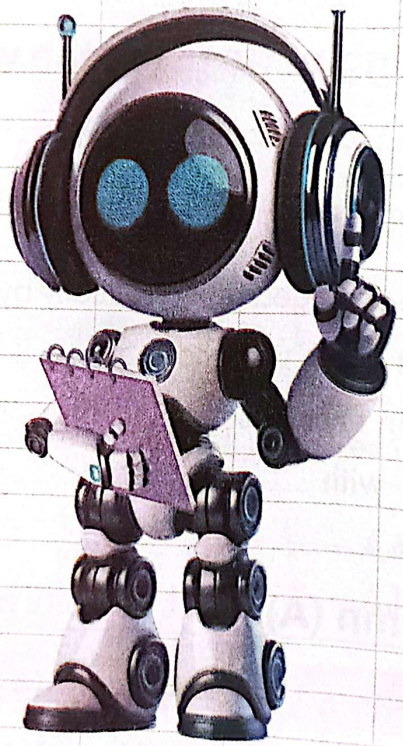
Play with PONY

Guide the robot to use Excel for the first time by choosing true or false for the following sentences.



1- In Excel, the cell is named using a combination of a letter and a number.

✓ ✗

2- A cell in column C and the second row is called 2C.

✓ ✗

3- Columns in Excel are labeled with numbers.

✓ ✗

4- We can sort numeric data in Excel.

✓ ✗

5- To create a formula, we use the "=" sign.

✓ ✗

6- We can not arrange data alphabetically in Excel.

✓ ✗

7- You can add or subtract any numeric data using Excel.

✓ ✗

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Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. The folder on the computer can contain ..... . (شبين الكوم 2025)
   a. Image file b. Video file c. Text file d. All of them
2. ..... is used to create math tables and graphs. (الجيزة - الهرم 2024)
   a. Word b. Excel c. PowerPoint d. None of them
3. ..... helps us to access the information by capture it. (القليوبية 2025)
   a. Quick code b. QRR c. RQ d. QR Code
4. When a cell in Excel sheet is in B column and in the second row, this cell is labeled ..... .
   a. C2 b. 2C c. B2 d. A2
5. ..... is the main storage location inside the computer.
   a. Flash memory b. HDD c. QR Code d. Router
6. A folder can contain ..... .
   a. Files b. subfolders c. both a and b d. none of them
7. You can arrange information alphabetically in Excel from ..... .
   a. Cells b. toolbar c. taskbar d. Save

(القاهرة - الزيتون 2024)

2 Put (✓) or (✗):

1. A webcam is an input device used to capture images and videos. ( )
2. To arrange your different files, you should use folders. (أسيوط 2025) ( )
3. Outdated apps never affect the browser speed. ( )
4. File management on the computer is limited to video only. ( )

(الإسكندرية - المنتزه ثانٍ 2025)

5. Email is used to create tables and graphs. ( )
6. To organize our files, we shouldn't name each folder. ( )
7. Left click is used to create a new folder. ( )
8. Intranet is a closed network used to schools or companies. ( )

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October Exam on Lessons (1-6)

1 Choose the correct answer:

1. Sharing your full name and address on the Internet is ..... .
   a. safe **b.** unsafe **c.** important **d.** recommended
2. One of the steps to solve a problem is to ..... . (القاهرة - الزيتون 2024)
   a. search through the email **b.** copy the problem
   c. identify the problem **d.** ignore the problem
3. To create a folder, choose "....", then "Folder". (القاهرة -الشروق 2024)
   a. Save **b.** File **c.** Open **d.** New
4. We use ..... to measure the speed of a network. (أسيوط 2024)
   a. GB **b.** Ghz **c.** Mbps **d.** terabyte
5. A school's computer lab could have ..... . (الإسكندرية - المنتزه أول 2024)
   a. an open computer network **b.** WWW
   c. a closed computer network **d.** a public network
6. An intranet is considered a/an ..... network.
   a. open **b.** global **c.** public **d.** closed
7. A/An ..... connects the laptop to the router. (الإسكندرية - العجمي 2024)
   a. Bluetooth **b.** HDMI **c.** CPU **d.** Ethernet cable

2 Put (✓) or (✗):

1. A gigabyte equals 1,024 bits. (دمياط الجديدة 2024) ( )
2. Folders help organize files on the computer. ( )
3. Checking the Wi-Fi signal on your device is one solution to the browser running slow. (القاهرة - المعادي 2024) ( )
4. An Ethernet is more stable and faster than Wi-Fi. (القليوبية 2024) ( )
5. The main folder contains subfolders and files. (الإسكندرية - المنتزه أول 2024) ( )
6. The review step is the first step in solving a computer problem. ( )
7. An external hard drive is like an HDD but much faster. ( )

(القاهرة - عين شمس 2024)

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Summary of Unit 1 The Role of Technology in Our Lives

Lesson 1

- **External Hard Drive:** Like HDD, but much faster, It connects directly to the computer ports
- **Ethernet Cable:** It connects a computer or laptop to a router.
- **Ethernet Port:** It connects an Ethernet cable.
- **Ethernet** is more stable and faster than Wi-Fi.
- **Router:** It is a device that connects a computer to the Internet via Ethernet or Wi-Fi.
- **HDMI:** It transmits audios and videos from/to devices.

1 Bit	The smallest unit of data	0 or 1
2 Byte	1 Byte = 8 bits = 1 character	"Cat" = 3 characters = 3 bytes
3 Kilobyte (KB)	1 KB = 1024 B	
4 Megabyte (MB)	1 MB = 1024 KB	
5 Gigabyte (GB)	1 GB = 1024 MB	
6 Terabyte (TB)	1 TB = 1024 GB	

- **Megabits per second (Mbps):** It measures the speed of a network or the Internet connection.
- **GigaHertz (GHz):** It measures the number of cycles your CPU carries out per second.

Problem	Reason	Solution
1 **Trouble processing large files** (Like a large PowerPoint presentation)	• Not enough graphics storage	• Shut down some programs.

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② Not able to store files	• Not enough space	• Move old files to an external drive.
③ A poor video-conference connection	• Slow wireless Internet connection	• Try an Ethernet connection.
④ The home Internet connection is not working.	• Connection interrupted	• Use the Ethernet or contact your ISP. (Internet Service Provider)

Lesson 2

- **Networks:** They are groups of people or things that are connected to each other for a common purpose.
- **Local Area Network (LAN):** It connects computers inside a house or a small office
  - It can also connect printer and router.
- **Internet:** It connects millions of computers from all around the world.
  - To connect a computer to the Internet, we need a gateway, such as a router.
- **Router:** It connects your computer to an ISP to provide Internet access.
- **The ISP:** It is a company that provides the Internet service to the customers.
- **Example of a useful website:** Egyptian Knowledge Bank.
- **Open Network:** It is open and accessible to all, such as (Internet - WWW).
- **Closed Network:** It is a private network such as (Internet – School computer lab)

Lesson 3

- We use closed networks to share private information.
- We use open networks to share public information.
- **Internet of Things (IoT):** can connect digital devices to the Internet using Wi-Fi
- IoT allows you to control devices such as Bluetooth speakers from anywhere.
- IoT is useful for people of determination.

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Lesson 4

- Scientists use office programs, email and video conference to share their discoveries with other.
- Five steps to solve computer Problems:
  1. Identify the problem.
  2. Plan solutions.
  3. Try the solutions.
  4. Review.
  5. Ask for help.

Problem	Solution
1 The computer slows down when opening an app.	• Shut it down and restart it. • Check for software updates. • Delete unwanted apps.
2 The browser is running slow.	• Check the Wi-Fi signal. • Make sure apps are up-to-date on your device.
3 No Internet connection	• Use the software to troubleshoot your Wi-Fi connection. • Check that the router is connected. • Restart your router. • Try a new Ethernet cable. • Contact the customer service of your ISP for help.
4 Slow to download	• Restart your computer and router. • Check the Internet speed.

Lesson 5

- There are many ways to find information, such as QR Codes, libraries, the trusted websites.
- Input devices such as:
  1. Keyboard.
  2. Microphone.
  3. Scanner.
  4. Web Camera.

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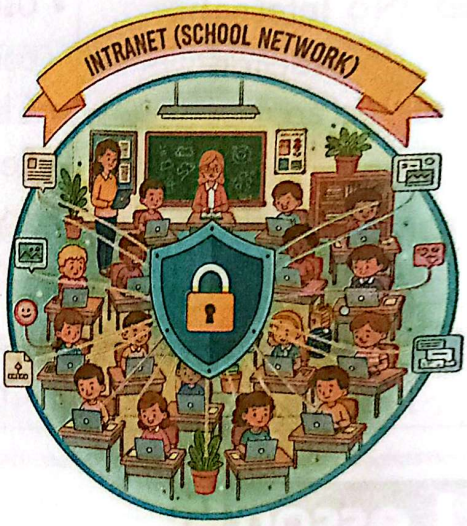
- **Storage Devices** such as:
  1. **Hard Disk Drive (HDD):** The main place for saving files on computer, it has a very large storage capacity.
  2. **Flash Memory:** A small portable device, used to save and transfer files to another device.

- **File Management:** It means creating folders and putting each type of file in the right place. This makes it easy to find files quickly.
- **Create the main folder:**
  - Press the right click >>> New >>> Folder
  - Then, type a name for the folder.
- A main folder can contain one or more subfolders.

Lesson 6

- **Intranet:** It is used to share information in a closed network, and it's more secure such as : school or home network.
- **Internet:** It is used to share information over the web in an open network, so it's less secure.
- **Note:** Don't share personal information such as your full name, home address, or phone number on the Internet.



1. **Sorting information in Excel:**
   - Go to the toolbar and click on "Data", then click on "Sort".
2. **Setting formulas in cells:**
   - Type (=) in this cell. This tells Excel you are creating a formula.
   - You can set formula to add (+), subtract (-), multiply (x), or divide (/).

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the row.

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Model Exam 1

1 Choose the correct answer:

1 The World Wide Web (WWW) is ..... . (القاهرة - الشروق 2025)

a. a closed network b. a LAN network
c. an open network d. a private network

2 An external hard disk is ..... than an HDD.

a. slower b. faster c. smaller d. none

3 We use ..... to measure the speed of a network. (القليوبية 2025)

a. gigabytes b. bits c. terabytes d. Mbps

4 To make a formula in Excel by adding A1 and B1, type ..... .

a. = A1*B1 b. = A1+B1
c. = A1/B1 d. none of them

5 The ..... is used to share information over the World Wide Web and is less secure. (العبور 2025)

a. Internet b. Bluetooth
c. Ethernet cable d. Intranet

2 Put (✓) or (✗):

1 A folder on the computer device can contain pens and printed images. (الإسكندرية - وسط 2025) ( )

2 Ethernet is more stable and faster than Wi-Fi. (الجيزة - الهرم 2024) ( )

3 Gigabytes are used to measure the number of cycles. (الجيزة-كرداسة 2024) ( )

4 File management is supported by the operating system. ( )

5 A LAN is a network that connects computers from all over the world. ( )

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3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A bit	a. is a useful source available for free to all Egyptians.
2 EKB	b. connects devices through Wi-Fi.
3 ISP	c. is a company that provides Internet service to customers.
4 IoT	d. is a network used to share information and is more secure.
5 Intranet	e. is the smallest unit of data stored in a computer.

1 ..... 2 ..... 3 ..... 4 ..... 5 .....

Model Exam 2

1 Choose the correct answer:

1 A gigabyte equals ..... megabytes. (الإسماعيلية - إدارة شمال 2024)

a. 1,025 b. 1,028 c. 1,024 d. 1,030

2 A folder on the computer can contain ..... . (القاهرة - المستقبل 2025)

a. paper books b. paper letters

c. image and video files d. pens and printed pictures

3 We can store and share information through a ..... .

a. screen b. flash memory

c. printer d. QR Code (الجيزة - العمرانية 2024)

4 A poor video conference connection happens due to ..... .

a. lack of enough graphics storage

b. lack of enough space

c. slow wireless Internet connection

d. trouble processing large files

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5 To add the values inside columns A, B, C in row 3, the correct formula is ..... .
(بندر دمنهور 2025)

a. = A1 + B2 + C3
b. = A3 + B3 + C3
c. = A1 + B2
d. = A1 + A2 + A3

6 Select "....." from the shortcut menu to create a new folder.

a. Paste
b. Copy
c. New
d. Open
(الإسكندرية - المنتزه أول 2023)

7 You have to identify the problem you want to solve and this is the ..... step.
(العبور 2025)

a. first
b. second
c. third
d. last

2 Put (✓) or (✗):

1 You can call your service provider if the Internet is not working. (الإسكندرية - المنتزه أول 2025) ( )

2 The Internet is a network that connects computers and their users around the world. (الإسكندرية - شرق 2025) ( )

3 A school's computer lab could have its own closed network. ( )

4 Restarting the router may solve the Internet problems. ( )

5 The top of the columns in Excel are numbers. (الغربية - طنطا 2025) ( )

6 To organize your different files, you must use folders. (القاهرة - المستقبل 2025) ( )

7 To connect a computer to the Internet, you should use a gateway. ( )

8 A LAN connects devices worldwide. ( )

Model Exam 3

1 Choose the correct answer:

1 Smart systems are used when we ..... .

a. watch TV
b. send messages
c. sleep
d. eat

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2 Files can be saved on ..... .

a. a flash memory b. an HDD c. both a and b d. none of them

3 ..... help(s) you by using Wi-Fi to control the connected devices. (المرقة 2025)

a. Emails b. Search engines

c. The Internet of Things d. Social media sites

4 We use the ..... program to create graphs and charts to share information. (القاهرة - عين شمس 2025)

a. Paint b. Excel

c. virus d. operating system

5 ..... is considered a closed network.

a. Intranet b. Internet c. Wireless d. WWW

2 Put (✓) or (✗):

1 A QR Code helps in accessing information. (الإسكندرية - المنتزه أول 2025) ( )

2 Studying the suggested solutions is the second step in problem solving. (القاهرة - المستقبل 2025) (القاهرة - شرق مدينة نصر 2025) ( )

3 The rows in Excel are labeled with letters. (دمياط 2024) ( )

4 1 bit = 8 bytes ( )

5 The Internet is a safe place to share personal information. ( )

3 Complete the missing parts using the words between the brackets:

(Networks – intranet – LAN – personal information – Mbps)

1 ..... measure the speed of a network or Internet connection.

2 The ..... is a private and more secure network.

3 ..... are groups of people or things connected to each other.

4 A ..... connects devices within a home or small office.

5 Your full name, home address, or phone number are called ..... .

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Model Exam 4

1 Choose the correct answer:

1 ..... is a device that connects a computer to the Internet via Wi-Fi or Ethernet. (المنوفية - تلا 2024)

a. A cable b. A router c. An Ethernet cable d. HDMI

2 Sharing information with strangers is ..... .

a. safe b. useful c. dangerous d. none of them

3 The first step in solving computer problems is to ..... the problem.

a. plan b. review c. solve d. identify

4 ..... is used to sort data alphabetically and organize data.

a. Word b. PowerPoint c. Paint d. Excel

(القاهرة - مصر القديمة 2024)

5 ..... is a network that is restricted to specific people of a business. (الإسكندرية - العجمي 2025)

a. ISP b. Internet c. Intranet d. Open network

2 Put (✓) or (✗):

1 A closed computer network is part of the Internet.

(الإسكندرية - الجمرك 2025) ( )

2 We need three bytes to store the word "cat" on the computer.

(العبور 2025) ( )

3 The first step to solve a problem is to identify it. ( )

(القاهرة - عين شمس 2024)

4 A flash memory is the main place to save files on the computer. ( )

5 You can't add a subfolder inside a main folder to manage files. ( )

(الإسكندرية - وسط 2024)

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3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Excel	a. contains a huge amount of information.
2 Gateway	b. is used to arrange information alphabetically in Excel.
3 Sort	c. is used to divide the values of two cells in Excel.
4 /	d. is essential for connecting your computer to the Internet.
5 The Internet	e. is a software program that is used to perform simple formulas.

1 ..... 2 ..... 3 ..... 4 ..... 5 .....

Model Exam 5

1 Choose the correct answer:

1 ..... is used to make attractive presentations.

a. Internet b. A scanner c. Paint d. PowerPoint

(أبناؤنا في الخارج 2024)

2 A/An ..... is a gateway that connects a computer to the Internet via Wi-Fi.

(الإسكندرية - شرق 2024)

a. router b. HDMI c. Ethernet cable d. Ethernet port

3 The first step of problem solving is ..... .

a. the Internet b. a router

c. defining the problem d. getting a solution

4 An Ethernet cable connects the computer to the ..... .

a. printer b. router c. keyboard d. scanner

5 ..... measures the number of cycles your CPU carries out per second.

(البحيرة - دمنهور 2024)

a. GHz b. Mbps c. A byte d. A bit

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2 Put (✓) or (✗):

1. The cell B5 is located in column (5) and row (B). (القليوبية 2025) ( )
2. A kilobyte is a unit of measuring the network speed. (الأسيوط - إدارة الفتح 2024) ( )
3. The school computer lab is an example of a closed network. ( )
4. The row title has a number. (الفيوم - شرق 2023) ( )
5. You must type (=) to create a formula in Excel. (الإسكندرية - وسط 2024) ( )

3 Complete the missing parts using the words between the brackets:

(Ethernet – IoT – router – intranet – flash memory)

1. A ..... helps us store and transfer data and information.
(الإسماعيلية - إدارة شمال 2024)
2. The ..... gives a more stable connection than Wi-Fi.
3. Sharing a family photo at home can be done on the ..... .
4. The ..... can control a set of devices linked to the Internet via Wi-Fi.
(الدقهلية 2025)
5. A ..... enables you to connect your laptop to the Internet.
(الجيزة - 6 أكتوبر 2024)

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Unit 2

Digital Safety and Security Precautions

Unit Lessons:

Lesson 1 Methods of Data and Information Protection

Lesson 2 Password Management

Lesson 3 Dealing with Fraudulent Websites

Lesson 4 Copyrights

Lesson 5 Selecting Digital Sources

Lesson 6 Citing Information

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Lesson 1 Methods of Data and Information Protection

5 Ways to Protect Yourself and Information

❶ Share less personal information online:

- The less information you share, the safer you are.

NOTE:

» Personal Information includes:

❶ Your name. ❷ Your address.
❸ Your date of birth. ❹ Your passwords.

❶ شارك قدرًا أقل من معلوماتك الشخصية على الإنترنت: كلما قلت المعلومات التي تشاركها، كنت في أمان أكثر.

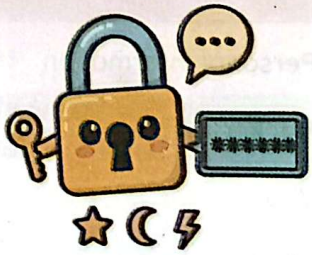
ملاحظة: المعلومات الشخصية تشمل:

❶ اسمك. ❷ عنوانك. ❸ تاريخ ميلادك. ❹ كلمات مرورك.

❷ Use strong and unique passwords:

Remember: Strong passwords contain:

❶ Letters. ❷ Numbers.
❸ Symbols. ❹ Not less than 8 characters.



❷ استخدم كلمات مرور قوية وفريدة.

- كلمات المرور القوية تحتوي على أحرف وأرقام ورموز، ولا تقل عن ٨ أحرف.

❸ Install antivirus software:

- It detects and removes viruses from you devices.

❸ ثبّت برنامج مكافحة فيروسات:

- هذا البرنامج يكشف الفيروسات ويزيلها من أجهزتك.

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④ Keep your devices updated:

- **Updates** often close weaknesses that hackers may use.

④ حافظ على تحديث أجهزتك باستمرار:

- التحديثات غالبًا تقوم بغلق الثغرات التي من الممكن أن يستغلها الهاكرز.

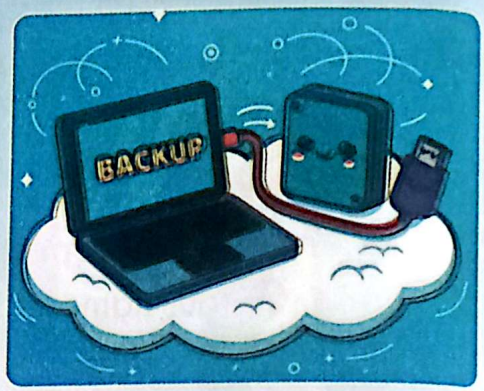
⑤ Back up your data:

- A backup can be done:

① Automatically: using an app.

② Manually: using a flash memory or an external hard drive.

- An external hard drive has more space than a flash memory.



⑤ انسخ بياناتك احتياطيًا:

- يمكن إجراء النسخ الاحتياطي:
  - ① تلقائيًا باستخدام تطبيق.
  - ② أو يدويًا باستخدام ذاكرة فلاش أو قرص صلب خارجي.
- مساحة القرص الصلب الخارجي أكبر من مساحة ذاكرة الفلاش.

أهم الكلمات والمصطلحات

Personal information	بيانات شخصية	Antivirus software	برامج مكافحة الفيروسات
Hackers	المخترقون	Backup	نُسَخ احتياطية
Virus	فيروس	Accessories	ملحقات
Weaknesses	نقاط الضعف (الثغرات)	Private	خاصة
Manually	يدويًا		

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Exercises on Lesson 1

1 Choose the correct answer:

1 Your name, address, date of birth, and password are called ..... .
a. personal identification information
b. backups
c. computer hackers
d. email
(أبناؤنا في الخارج 2024)

2 A/An ..... is the computer accessory used for saving files in a secure way.
a. external HDD b. keyboard c. mouse d. screen

3 ..... is considered a strong password. (الفيوم - شرق 2024)
a. Ahmed123
b. ictbook895
c. abcd895
d. Ac#78#sd

4 You can protect your files from viruses or loss by creating ..... .
a. device shutdown
b. backups
c. personal data
d. none of them
(أشمون 2025) (الجيزة - الهرم 2024) (الإسكندرية - وسط 2023)

5 A flash memory is used for ..... .
a. printing files
b. making a backup of files
c. imaging files
d. deleting files

6 Passwords must be ..... for each website you register on.
a. similar b. weak c. easy d. different
(القليوبية 2024) (الفيوم - شرق 2023)

7 Backup copies of files are created on ..... .
a. a flash memory
b. an external hard disk
c. both a and b
d. none of them
(المنوفية - السادات 2023) (القاهرة - المستقبل 2024)

8 To keep your data safe, use ..... programs on all your devices.
a. social media b. antivirus c. browser d. MS Excel
(القليوبية 2024) (بندر دمنهور 2024)

9 The hard disk usually has ..... space (than/as) the flash memory.
a. more b. less c. the same d. none of them

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10 All of the following methods enable you to keep your personal information safe, except ..... . (شبين الكوم 2025)

a. limiting the personal information you share online
b. using a weak password
c. using antivirus software on all of your devices
d. updating your devices regularly

11 ..... your devices regularly keeps your data safe. (الدقهلية - بلقاس 2024)

a. Uploading b. Updating
c. Deleting d. Restarting

12 Your personal information is protected by ..... . (القاهرة - الشروق 2025)

a. an external hard drive b. a strong password
c. a router d. a flash memory

13 ..... means making another copy of your work to keep it safe.

a. Copyright b. Backup c. Save d. Pll

(الإسكندرية - العجمي 2025) (القاهرة - مصر القديمة 2024)

14 Sharing less personal information onilne is ..... .

a. safer b. risky c. useless d. none of them

15 Using ..... passwords help protect your accounts.

a. strong b. different c. weak d. both a and b

16 The flash memory is used for ..... .

a. printing files b. making a backup of files
c. imaging files d. deleting files (الإسكندرية - المنتزه أول 2025)

2 Put (✓) or (✗):

1 You should limit the personal information you share online. ( )

(الإسكندرية - شرق 2024) (الشرقية - شرق الزقازيق 2024) (الجيزة - الشيخ زايد 2023)

2 The antivirus software must be installed on your computer. ( )

(الإسكندرية - المنتزه ثانٍ 2024) (السويس 2024) (المنوفية - السادات 2023)

3 An external hard disk is always smaller in space than a flash memory. ( )

(الإسكندرية - المنتزه ثانٍ 2025)

4 A backup must be created for important data to prevent data loss on your device. ( )

5 Strong passwords contain letters, numbers, and special signs. ( )

(الإسكندرية - وسط 2025)

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6 The flash memory can be used to create a backup of your files and save them. (شرق مدينة نصر 2025) ( )

7 An external HDD is used to create a backup of your files and save them. ( )

8 Using a flash memory and an external HDD is considered a more secure way to save your files and create backups. ( )

9 There is only one way to backup data using a flash memory. ( )
(الإسكندرية - شرق 2024)

10 Use antivirus software on all your devices and update your devices regularly to protect your files. (القليوبية 2024) ( )

11 An external hard drive is used to store large files.
(الإسكندرية - وسط 2023) ( )

12 One of the ways to be safe is to limit the personal information you share online. (الدقهلية 2025) ( )

13 You must back up important files to prevent the possibility of losing them on your device. (القاهرة - المستقبل 2025) ( )

3 Complete the missing parts using the words between the brackets:

(flash memory – virus – password – personal information – external hard disk)

1 Hackers can send a ..... to all the email addresses in your email. (أشمون 2025)

2 Your ..... includes your name, address, date of birth, and passwords.

3 A ..... should include letters, numbers, and special signs.

4 The ..... has less space than the ....., but they are used for the same purpose.

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Play with PONY

Guide the robot to keep his PII safe from hackers.

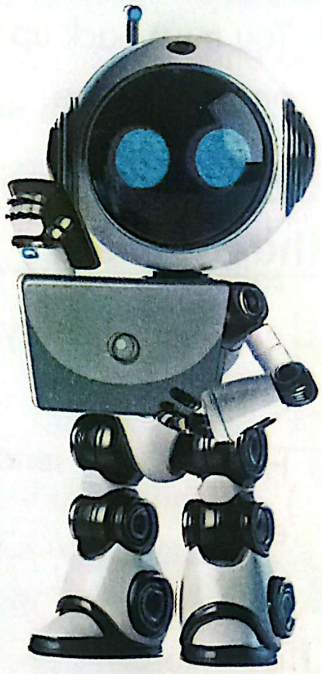
Use similar strong passwords for each website.

Limit the personal information you share online.

Updating your devices regularly keep your data unsafe.

If a website asks for too much PII, do not proceed.

The antivirus software is useless.



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Lesson 2 Password Management

Reasons to Protect Your Password

- Last year, you studied some ways to protect your personal data.
- In this lesson, you will learn the methods hackers use to steal your passwords.

في العام الماضي، درست بعض الطرق لحماية بياناتك الشخصية.

في هذا الدرس، ستتعلم الأساليب التي يستخدمها الهاكرز لسرقة كلمات مرورك.

1 Phishing

- It is sending a message via email or social media applications that looks real but isn't.

التصيد الاحتيالي: هو إرسال رسالة عبر البريد الإلكتروني أو تطبيقات التواصل الاجتماعي تبدو حقيقية، **ولكنها** ليست كذلك.

2 Smishing

- It is the same as phishing but is a text message instead of an email.

هو مثل التصيد الاحتيالي: ولكنه عبارة عن رسالة نصية بدلًا من البريد الإلكتروني.

How to identify phishing messages

كيفية التعرُّف على رسائل التصيد

1. They include misspelled words or grammar errors.
2. They ask for too much personal data.

يمكن التعرُّف على مثل هذه الرسائل، من خلال احتوائها على:

1 أخطاء إملائية ونحوية.

2 طلبات للحصول على الكثير من البيانات الشخصية.

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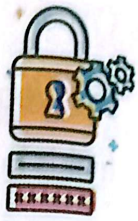
Unit 2

How to be safe online? كيف تكون آمنًا على الإنترنت

① Password Manager برنامج إدارة كلمات المرور

1. It creates a strong, unique password for each of your accounts.
2. It also checks if your passwords are too weak or used by someone else.
3. It tells you if one of your passwords has been stolen online.



1. ينشئ لك كلمات مرور قوية وفريدة لكل حساب من حساباتك.
2. يفحص أيضًا ما إذا كانت كلمات المرور التي لديك ضعيفة جدًّا، أو مستخدمة من قِبل شخص آخر.
3. يخبرك أيضًا إذا كانت إحدى كلمات المرور الخاصة بك قد سُرقت عبر الإنترنت.

② Multi-Factor Authentication (MFA) المصادقة متعددة العوامل

- Multi-factor authentication (MFA) is used to strengthen your passwords.
- You provide at least two ways of identifying yourself, such as:
  1. Something the user knows (a password).
  2. Something the user has (a code sent to their phone).
- Even if hackers steel your password, they cannot access your account without the code.

- **المصادقة متعددة العوامل تُستخدم لتقوية كلمات المرور الخاصة بك، وهي تعني تقديم طريقتين على الأقل لتعريف نفسك، مثل:**
  1. شيء يعرفه المستخدم (كلمة المرور).
  2. شيء يمتلكه المستخدم (يتم إرسال الرمز إلى الهاتف).
- حتى إذا سرق الهاكرز كلمة المرور الخاصة بك، فلن يتمكنوا من الوصول إلى حسابك بدون الرمز.

أهم الكلمات والمصطلحات

Password	كلمة المرور	Misspelled words	أخطاء إملائية
Phishing	التصيد الاحتيالي	Grammar errors	أخطاء نحْوية
Social media	التواصل الاجتماعي	Password managers	برنامج إدارة كلمات المرور
Attachment	ملحقات	Unique	فريد
Verifying	التحقق	Multi-factor authentication	المصادقة متعددة العوامل

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Exercises on Lesson 2

1 Choose the correct answer:

1 One of the ways that computer hackers use to obtain passwords is called ..... .

a. digital footprint
b. phishing
c. creating an account
d. protection (أبناؤنا في الخارج 2024)

2 ..... is sending a message via email that looks real but isn't.

a. Tagging b. Phishing c. Blocking d. Banning

(الإسكندرية - العجمي 2025)

3 Smishing is the same thing as phishing, but it is sent by ..... .

a. an email
b. a text message
c. Facebook
d. none of them

(القليوبية 2025) (الجيزة - الهرم 2024) (شرق الزقازيق 2024) (الغردقة 2023)

4 ..... tells you if one of your passwords has been stolen online.

a. A password manager
b. MFA
c. PIN
d. A scam (القاهرة - مصر القديمة 2024)

5 Multi-factor authentication (MFA) is ..... .

a. using one way of identifying yourself
b. using at least two ways of identifying yourself
c. never identifying yourself
d. providing weak passwords

6 Passwords are reinforced and strengthened through ..... .

a. phishing
b. multi-factor authentication
c. deleting programs
d. creating an account (أبناؤنا في الخارج 2025)

7 If a text message encourages you to act quickly, it is a type of ..... .

a. phishing b. smishing c. emails d. both a and b

8 The password management software is used to create ..... .

a. strong passwords
b. weak passwords
c. formulas
d. copies (دمياط الجديدة 2024)

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Unit 2

9 Phishing is done by sending ..... .
a. fake emails b. games c. videos d. photos

10 The ..... provides at least two ways of identifying yourself.
a. password b. phishing c. hacker d. MFA (دمياط 2025)

11 Phishing is ..... . (الإسكندرية - شرق 2025)
a. spying on calls
b. sending a text message
c. making fake phone calls
d. sending a message via email or social media

12 You can identify phishing messages by the presence of ..... .
a. bad grammar b. misspelling
c. requesting personal data d. all of them (القاهرة - الشروق 2024)

13 Asking for too much personal information is a sign of ..... .
a. backup b. security c. safety d. phishing

14 You must use ..... passwords for the websites that you use.
a. short b. different c. expected d. similar
(الجيزة - العمرانية 2025)

15 Multi-factor authentication is providing at least ..... way(s) to identify yourself. (الإسماعيلية 2025)
a. one b. two c. three d. four

2 Put (✓) or (✗):

1 Phishing is one of the ways that hackers use to get your password. ( )
(القاهرة - المستقبل 2025) (أسيوط 2025) (الغردقة 2025)

2 MFA provides only one way to identify yourself.
(القاهرة - المستقبل 2025) ( )

3 Smishing is sending a message via email or social media application that looks real but isn't. (القليوبية 2025) ( )

4 Strong passwords contain letters and numbers only.
(الإسكندرية - المنتزه ثانٍ 2025) ( )

5 The password manager provides at least two ways of identifying yourself.
(القاهرة - عين شمس 2024) ( )

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6 Phishing is sending a text message that looks real but isn't. ( )

7 Password managers create strong and unique passwords. ( )
(الإسكندرية - وسط 2024)

8 Phishing messages are free from grammar errors. ( )
(الإسكندرية - شرق 2024) (الدقهلية - بلقاس 2024)) (المنوفية - السادات 2023)

9 MFA is an abbreviation for multi-factor authentication. ( )

10 Use weak passwords to keep your personal identification information safe. ( )
(القاهرة - المستقبل 2025)

11 Password managers cannot warn about stolen passwords. ( )

12 The antivirus can tell you if one of your passwords has been stolen online. ( )
(شرق الزقازيق 2024)

13 MFA provides at least two ways of identifying yourself. ( )
(الإسكندرية - العجمي 2025) (الدقهلية - بلقاس 2024) (دمياط الجديدة 2024) (القاهرة - الزيتون 2024)

14 Phishing attacks ask for a lot of personal information. ( )

15 A password manager software is used to create strong passwords. ( )
(الإسكندرية - المنتزه ثانٍ 2025) (دمياط 2024) (دمنهور 2024) (الجيزة - العمرانية 2024) (القاهرة - المستقبل 2025)

16 A password combined with a phone code is an example of MFA. ( )

3 Complete the missing parts using the words between the brackets:

(Phishing – Smishing – Multi-factor authentication – password manager)

1 The ..... tells you if one of your passwords has been stolen online.
(بورسعيد 2025)

2 ..... provides at least two ways of identifying yourself.
(الغربية - طنطا 2024) (الجيزة - الدقي 2024)

3 ..... is sending a message via email or social media applications that looks real but isn't.
(الغربية - طنطا 2025)

4 ..... is sending a message via text messages to steal your data.
(الجيزة - الشيخ زايد 2024)

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Play with PONY

Guess what is it?

It creates a strong and unique passwords for each of your accounts.

It tells you if the passwords you have are too weak or reused.

It can tell you if one of your passwords has been stolen online.

.....

Guess the word !!!!

.....

.....

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1 A password manager checks if the passwords are ..... .
a. weak b. stolen
c. reused d. all of them

2 Electronic ..... must be updated regularly.
a. devices b. digital footprint
c. mouse d. printed photos (أبناؤنا في الخارج 2024)

3 ..... is considered a strong password. (القاهرة - الزيتون 2024)
a. 12345679 b. Cdf#$@32 c. mnbv12 d. 20/01/2012

4 Hackers can send ..... . (الإسكندرية - شرق 2024)
a. antivirus b. a virus c. a backup d. prizes

5 Smishing is like phishing but it's sent through ..... .
a. text messages b. emails c. routers d. all of them

6 The antiviurs software helps in ..... viruses from your devices
a. spreading b. creating c. removing d. ignoring

7 To create a backup form the files, we use ..... .
a. a flash memory b. an external hard drive
c. a printer d. both a and b (الإسكندرية - المنتزه ثانٍ 2024)

2 Put (✓) or (✗):

1 Smishing is phishing but using phone calls. ( )
2 Your password should be strong. (الفيوم - شرق 2024) ( )
3 Multi-factor authentication provides an additional layer of security. (الشرقية 2023) ( )
4 Hackers can send viruses. (الجيزة - الهرم 2024) ( )
5 MFA allows hackers to access accounts more easily. ( )
6 The updates include changes that keep your data safe. (الإسكندرية - العجمي 2024) ( )
7 It is not recommended to use antivirus software on your devices. (القاهرة - الزيتون 2024) ( )
8 Your personal information include your name and password. (شبين الكوم 2025) ( )

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November Exam on Lessons (5&6, 1

1 Choose the correct answer:

1. The ..... is a network used to share information and it is mo secure. (2024 مباط
   a. Internet b. intranet c. email d. none of them
2. The main place to save files inside a computer is the ..... .
   a. flash memory b. external drive
   c. hard disk drive d. cloud storage
3. The cell B7 is the intersection of ..... .
   a. row B and column 7 b. column B and row 7
   c. both of them d. none of them
4. To perform simple formulas, use..... . (إسكندرية- شرق 2024)
   a. PowerPoint b. a scanner c. Word d. Excel
5. Hackers can get your password by through ..... . (إسكندرية - شرق 2025)
   a. updating b. uploading c. chatting d. phishing
6. Grouping similar files into dedicated folders is called ..... .
   a. data backup b. network setup
   c. file management d. software installation
7. ..... is the same thing as phishing, but it is sent by text messages (الشرقية 2024)
   a. A virus b. Bullying c. Facebook d. Smishing

2 Put (✓) or (✗):

1. The password manager helps create unique passwords. ( )
2. PIN means you provide at least two ways to identify yourself. ( ) (دمياط 2024)
3. You must share the bank account details online. (الجيزة- 6 أكتوبر 2024) ( )
4. A password manager doesn't tell you if one of your passwords has been stolen online. (القليوبية 2024) ( )
5. MFA requires more than one verification method. ( )
6. To set a formula, we can use Excel. (الفيوم شرق 2024) ( )
7. Strong passwords contain letters, numbers, and special signs. ( ) (الجيزة- كرداسة 2024)
8. The Internet has a limited amount of information. ( )

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Lesson 3 Dealing with Fraudulent Websites

Fraudulent websites may try to trick you and steal your personal data, money, or even gain access to your devices.

المواقع الاحتيالية قد تحاول خداعك، وسرقة بياناتك الشخصية أو أموالك، أو الوصول إلى أجهزتك.

Some Types of Scam Websites
بعض أنواع المواقع الإلكترونية الاحتيالية

Online Shopping Scam Websites	Scareware Scam Websites	Sweepstakes Scam Websites
They never send you the correct items you bought.	They say your computer has a problem and you need to download something.	They offer you a prize that never comes.
المواقع الاحتيالية للتسوق عبر الإنترنت لا ترسل إليك أبدًا الأغراض التي اشتريتها بشكل صحيح.	**المواقع الاحتيالية لبرمجيات التخويف** تتضمن تحذيرات مزيفة تشير إلى وجود مشكلة ما في الكمبيوتر الخاص بك، وأنك في حاجة لتحميل تطبيق معين.	**المواقع الاحتيالية عبر الجوائز** في هذه الحالة تُعرض عليك جائزة لا تحصل عليها مطلقًا.

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Unit 2

How do scam websites operate

كيفية عمل المواقع الاحتيالية

Phishing sites operate on the same principles.

- **First,** they try to **bait** you with something that attracts your attention or excites you.
- **Next,** they **expose you to risk** by making you click on a link or a button, which allows them to collect your personal data or gain access to your device.
- **Finally,** they **exploit** you by using your data to make money or harm you through scareware.

كيفية عمل المواقع الاحتيالية:

- **المواقع الإلكترونية الاحتيالية تعمل وفقًا للمبادئ نفسها:**
  - **أولاً**،تحاول استدراجك؛ حيث تسعى إلى إثارة حماسك أو جذب انتباهك إليها.
  - **ثانيًا**،تعرّضك للخطر بدَفْعك إلى الضغط على رابط أو زر، مما يسمح لها بجمع بياناتك الشخصية أو الوصول إلى جهازك.
  - **وأخيرًا**،تستغلك باستخدام بياناتك لجني المال أو إلحاق الضرر بك من خلال برمجيات التخويف **scareware**.

How to avoid scam websites

كيفية تجنب المواقع الاحتيالية

1. Check that the **URL** (**U**niform **R**esource **L**ocator) of the website is credible.
2. Check for **misspelling** or **bad grammar**.
3. Do a search online to see if it is a known scam.

1. تحقَّق من عنوان الموقع الإلكتروني (URL).
2. تحقَّق من وجود أخطاء إملائية أو نحوية.
3. إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذي تستخدمه هو موقع احتيالي معروف.

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How do scam websites operate

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  - **وأخيرًا،** تستغلك باستخدام بياناتك لجني المال أو إلحاق الضرر بك من خلال برمجيات التخويف **scareware**.

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If you are a victim of a scam website:

1. Report it to your parents or teacher.
2. You can also contact the Child Helpline or The General Department for Combating Internet Crimes.

إذا وقعتَ ضحية لأحد المواقع الإلكترونية الاحتيالية، فعليك:

1. الإبلاغ عن الأمر. أخبر والديك أو معلمك.
2. الاتصال بخط مساعدة الطفل، أو بالإدارة العامة لمكافحة جرائم الإنترنت.

The URL

All URLs are made up of three main parts:

تتكوَّن جميع عناوين URLs من ثلاثة أجزاء رئيسية:

1. The protocol
2. The resource name
3. The file path

https://www.ekb.com/index.html

PROTOCOL — RESOURCE NAME — FILE PATH

أهم الكلمات والمصطلحات

Situations	مواقف	Bait you	استدراجك
Be careful	كن حريصًا	Compromise	اختراق
Scam websites	مواقع التصيد الاحتيالي	Privacy	خصوصية
Online shopping sites	مواقع للتسوق عبر الإنترنت	Exploit	استغلال
The General Department for Combating Internet Crimes	الإدارة العامة لمكافحة جرائم الإنترنت	Uniform Resource Locator (URL)	محدِّد موقع المعلومات
Sweepstakes	مواقع الاحتيال عبر الجوائز	Scareware websites	برمجيات التخويف
Child Helpline	خط مساعدة الطفل		

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Exercises on Lesson 3

1 Choose the correct answer:

1. Fraudulent websites may steal your ..... .
   a. data b. money c. both of them d. none of them

2. Scareware websites are ..... .
   a. sites that show fake warnings b. sites that offer fake prizes
   c. shopping websites d. trusted websites

3. To access the site, the ..... is written in the search engine.
   a. URL b. bookmark
   c. file d. image (الجيزة - العمرانية 2025) (دمياط 2025)

4. ..... is/are scam websites that offer you a prize that never comes.
   a. Online shopping b. Scarewares
   c. Protocols d. Sweepstakes
   (القليوبية 2025) (الدقهلية - بلقاس 2024) (شرق الزقازيق 2024) (الجيزة - الشيخ زايد 2023)

5. Websites that include fake warnings indicating a computer problem are called ..... . (أبناؤنا في الخارج 2024)
   a. site address (URL) b. office software
   c. scareware d. protection software

6. ..... can be a scam website that never sends you the correct items you bought. (القاهرة - الزيتون 2024) (القاهرة - المعادي 2024)
   a. Sweepstakes b. Scareware
   c. Online shopping d. A hacker

7. If someone is exposed to ..... , they should contact the Child Helpline.
   a. scam websites b. educational websites
   c. government d. all of them (الإسكندرية - المنتزه أول 2023)

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8 The URL (Uniform Resource Locator) begins with the ..... .

a. file path b. protocol c. resource name d. blog

(العبور 2025) (الإسكندرية - المنتزه ثانٍ 2025) (الجيزة - الشيخ زايد 2024) (المنوفية - تلا 2024)

9 Fraudulent websites work to obtain your ..... .

a. personal information b. opinions

c. file path d. URL

(القاهرة - مصر القديمة 2024) (القليوبية 2024) (الإسكندرية - وسط 2023)

10 If you fall victim to a scam website, you must ..... .

a. not tell anyone about that b. report what happened

c. deal with them more d. trust that site

(شرق مدينة نصر 2025) (القاهرة - المستقبل 2025)

11 You can check out (verify) websites using ....., which is the address of the website.

a. personal opinions b. blogs

c. MFA d. a URL (القليوبية 2024) (الإسكندرية - وسط 2023)

12 To avolid fraudulent websites, check the ..... of a website.

a. page background b. contacts

c. URL d. password

13 Mohamed fell victim to one of the scam websites. He could report it by calling the ..... with his father's help.

a. Child Helpline b. doctor

c. General Department for Combating Internet Crimes

d. both a and c (المنوفية - شبين الكوم 2024)

14 The scam websites that say your computer has a problem are ..... .

a. sweepstakes b. scareware

c. online shopping d. Child Helpline (الإسكندرية - شرق 2024)

15 You want to access the Egyptian Knowledge Bank. You look at the URL, and it says https://www.ekkbb.com. What is wrong with the URL?

a. The protocol b. The resource name

c. The file Path d. Blog (القليوبية 2025) (المنوفية - شبين الكوم 2024)

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2 Put (✓) or (✗):

1. You can use a URL to access the site you want. (القاهرة - الزيتون 2024) ( )
2. 📖 A trusted website has spelling errors. ( )
3. There are three types of scam websites: online shopping, scareware, and sweepstakes. (الجيزة - العمرانية 2024) ( )
4. All URLs are made up of two main parts. (الجيزة - العمرانية 2024) ( )
5. Government websites are examples of fraudulent websites. (الجيزة - العمرانية 2025) ( )
6. You should avoid accessing scam websites. (الإسكندرية - المنتزه أول 2023) ( )
7. If you fall victim to a fake website, you should not tell anyone. ( ) (الجيزة - كرداسة 2024)
8. 📖 Phishing websites try to invade your privacy by accessing your personal information. ( )
9. 📖 If you received a message saying that you won a prize, you should send your bank account to receive it. ( )
10. 📖 Scareware includes fake warnings about a problem on the computer. (الإسكندرية - الجمرك 2025) ( )
11. Sweepstakes are sites that say your computer has a problem and you need to download something. (الجيزة - جنوب 2024) ( )
12. If you are a victim of a scam website, report it and tell a trusted adult. (دمياط الجديدة 2024) ( )
13. The last part of the URL is the file path. (القليوبية 2025) ( )
14. You must check the sites you visit on the Internet. (دمنهور 2023) ( )
15. 📖 To avoid scam websites, you should check the URL of the websites. (القاهرة - عين شمس 2024) ( )
16. If you click a link of a phishing site, it can access your device. (الشرقية - شرق الزقازيق 2024) ( )

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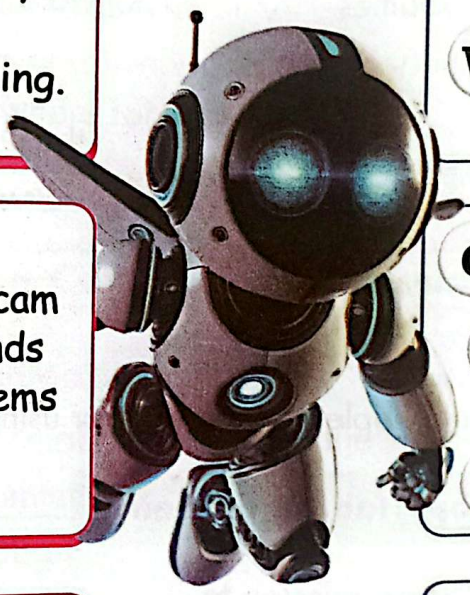
Play with PONY

Word Puzzle

A ..... scam website say your computer has a problem and you need to download something.

E A R C
R
W E A S



A ..... scam website never sends you the correct items you bought.

G P E O I
N I L H
O N S
P N

..... scam websites offer you a prize that never comes.

E A E
W K P
S T E S

Lesson 4 Copyrights

» In this lesson, we will know how to use copyrighted materials without facing legal consequences.

« في هذا الدرس سوف نتعلم كيفية استخدام المواد المحمية بحقوق الطبع والنشر دون مواجهة عواقب قانونية.

Copyright حقوق النشر

» The international symbol for copyright is © (letter C with a circle around it).

» Copyright protects creators' work including:

1. Books
2. Images
3. Music
4. Movies
5. Games
6. Software
7. Websites

« الرمز الدولي لحقوق النشر هو © مع دائرة حوله.

« تحمي حقوق الطبع والنشر عمل المبدعين بما في ذلك:

1. الكتب
2. الصور
3. الموسيقى
4. الأفلام
5. الألعاب
6. البرامج
7. المواقع الإلكترونية

» These rights prevent people from copying or using content without **permission.**

When you use copyrighted content:

1. You should ask for permission to use it.
2. Credit the sources.

« عند استخدامك محتوى محميًا بحقوق النشر:

1. اطلب الإذن قبل استخدام أي محتوى.
2. اذكر المصادر.

CamScanner

What creative works are NOT covered by copyright ?

ما هي الأعمال الإبداعية التي لا تغطيها حقوق النشر؟

1. Works in the public domain
2. Facts
3. Discoveries
4. Official documents
5. Creative works whose owner has been dead for 50 years

1. الأعمال التي تُصنَّف ملكية عامة.
2. الحقائق والوقائع.
3. الاكتشافات.
4. الوثائق الرسمية.
5. الأعمال الإبداعية التي مر على وفاة صاحبها 50 عامًا.

Public Domain

- It includes all creative works that are not covered by copyright law.
- **الملكية العامة:** تشمل جميع الأعمال الإبداعية التي لا يغطيها قانون حقوق النشر.

Creative Commons Reuse License

- It means the owner of a creative work gives permission to reuse his work anytime and anywhere for free.
- **رخصة المشاع الإبداعي:** تعني أن صاحب العمل الإبداعي يُعطي الإذن بإعادة استخدام عمله في أي وقت وفي أي مكان مجانًا.

Written Content المحتوى المكتوب

During writing a research paper:

- You should only use a small part of someone's writing (few words or a few sentences).
- This can be done through:
  1. Direct quotation.
  2. Paraphrasing the ideas in your own style.
- In both cases, you must mention the names of the writers.

عند إعداد ورقتك البحثية: لا يجوز أن تستعين إلا بجزء صغير فقط من كتابات الشخص (بعض الكلمات أو الجمل).

ويمكن عمل ذلك من خلال:

1. الاقتباس المباشر.
2. إعادة صياغة الأفكار بأسلوبك الخاص.

وفي الحالتين يجب أن تذكر أسماء الكُتَّاب.

CamScanner

Images

- Images are also protected by copyright.
- When you use an image, you should mention:
  1. The title
  2. The artist's or photographer's name
  3. A link to the image
  4. The kind of copyright it is protected by

الصور أيضًا مشمولة بحماية حقوق النشر.

عندما تريد استخدام صورة، اذكر: عنوانها، واسم الرسام أو المصور الفوتوغرافي، ورابط النسخة الأصلية من الصورة، ونوع حقوق النشر التي تحميها.

Test Yourself

Complete the following sentences:

1. ..... and ..... are not covered by copyrights.
2. In Egypt, you can use a creator's work without permission ..... years after their death.
3. The international symbol for copyright is ..... .
4. The copyright law protects ..... and ..... content.

أهم الكلمات والمصطلحات			
Digital content	محتوى رقمي	Credit the source	اذكر المصدر
Printed content	محتوى مطبوع	Public domain	ملكية عامة
Paraphrase	إعادة صياغة	Creative Commons Reuse License	رخصة المشاع الإبداعي
Get permission	الحصول على إذن		

CamScanner

Exercises on Lesson 4

1 Choose the correct answer:

1. Copyright protects ..... .
   a. creative works b. old devices
   c. random data d. toy
2. Copyright protects all the following, except ..... .
   a. books b. websites c. images d. discoveries
   (المنوفية - السادات 2023) (الجيزة - جنوب 2024)
3. To use someone else's work, you must ..... .
   a. share it b. ask for permission
   c. change it d. print it
   (الإسماعيلية 2025) (القليوبية 2025) (المنوفية - تلا 2024)
4. The international symbol for copyright is ..... .
   a. "R" b. * c. @ d. ©
   (الإسكندرية - وسط 2025) (أبناؤنا في الخارج 2024) (الدقهلية 2024) (الغربية - طنطا 2024)
5. ..... gives creators legal protection for the things they create.
   (الإسكندرية - العجمي 2025)
   a. Hybrid backup b. Hard disk c. Copyright d. Creating
6. Creative works that are not covered by copyright are ..... .
   a. websites b. public domain
   c. copyrights d. books
   (أسيوط 2024) (دمياط الجديدة 2024) (دمياط 2024) (الجيزة - الدقي 2024)
7. ..... protects creators' work.
   (الإسكندرية - العجمي 2023)
   a. Copyright b. Internet c. Image d. MFA
8. ..... sources do not fall under copyrights.
   a. Public domain b. Discoveries c. Facts d. All of them
9. The Egyptian law gives freedom to use a creator's creative work ..... years after their death.
   a. 20 b. 30 c. 40 d. 50 (أسيوط 2024)

CamScanner

10 When using copyrighted content, you should ..... .
a. ask for permission b. credit the source
c. commit piracy d. both a and b

11 ..... are not covered by copyright.
a. Films b. Books c. Facts d. Programs

12 Creative Commons Licenses allow ..... .
a. source protection b. free use of creators' works
c. exclusive rights d. none of them

13 Which sources can be used without a creator's permission?
a. Public domain sources b. Creative Commons sources
c. Documents like laws d. all of them

14 When a creator gives a permission for their work to be used **anytime** and anywhere, this is called ..... . (الإسكندرية - المنتزه ثانٍ 2023)
a. discovers b. official documents (laws)
c. facts d. Creative Commons License

15 Creative works enter the public domain ..... .
a. when you download them b. when the creator dies
c. after 50 years of the creator's death
d. none of them

16 📖 The public domain and Creative Commons ..... . (الإسكندرية - شرق 2025)
a. are resources not covered by copyright
b. cannot be used without the owner's permission
c. are subject to copyright
d. have the international copyright symbol

2 Put (✓) or (✗):

1 The international symbol for copyright is ©. (بندر دمنهور 2025) ( )

2 The copyright law does not protect images and music. ( )
(الإسكندرية - وسط 2025)

3 The copyright law protects both printed and digital content. ( )
(الإسكندرية - الجمرك 2025) (الغردقة 2024) (الإسكندرية - المنتزه أول 2023)

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4 Images protected by copyright are public property. ( )
(القاهرة - الشروق 2025)

5 Discoveries and facts are not covered by copyrights. ( )

6 The Egyptian law gives freedom to use a creator's creative work 50 years after their death. (الإسكندرية - وسط 2025) ( )

7 Using copyrighted content never requires a permission. ( )

8 The owner of a creative work gives permission to reuse his work at any time and any place; this is called 'Creative Commons'. ( )
(القاهرة - الشروق 2024)

9 When using a photo, you must credit the photographer. ( )

10 Others' writings can be used after paraphrasing. (الدقهلية 2023) ( )

11 Creative works that are not covered by copyright are public domains. (القليوبية 2025) ( )

12 When using an image, only the title needs to be mentioned. ( )

13 Creative works enter the public domains immediately when the creator dies. ( )

14 The copyright law does not protect images and artworks. ( )
(الإسكندرية - المنتزه أول 2023)

15 It is not necessary to ask for permission before using any copyrighted content. ( )

16 Official documents are covered by copyright. ( )

3 Which of the following items are copyrighted?

1 A Nike ad with a photo in a magazine
2 A photo you took in front of a Nike store
3 A 200-year-old book about desert life
4 An online article about cactus plants
5 An article about the development of Algebra
6 The mathematical equation: $\frac{5}{2}x + 5 = 10$

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4 Complete the missing parts using the words between the brackets:

(top - videos - discoveries - licenses - Facts - Images - bottom)

1. ..... and ..... are covered by the copyright law.
2. ..... and ..... are not covered by the copyright law.
3. You can filter your results to show only images with ..... .
4. The copyright for a website is usually at the ..... of the home page.

5 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Public domains	a. protect both printed and digital content.
2 Copyrights	b. is the international symbol for copyright.
3 ©	c. are creative works that are not covered by the copyright law.

1 ..... 2 ..... 3 .....

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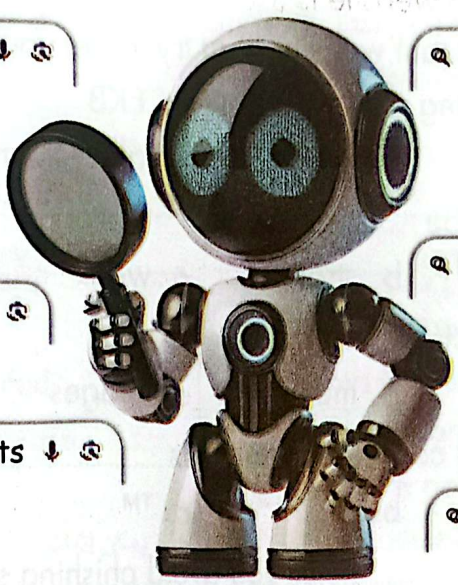
Play with PONY

Color all copyrighted content in green.

Color all non-copyrighted content in red.

Discoveries

Movies



Laws

Music

Official documents

Public domains

Websites

Games

Google

Search Google or type a URL

Its owner has been dead for 50 years

TV episodes

Books

Images

Creative Commons

Facts

Computer software

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. Hackers can get your password by ..... . (القاهرة - المستقبل 2024)
   a. phishing b. updating c. chatting d. none of them
2. Common fraudulent websites include ..... .
   a. online shopping scams b. scarweare sites
   c. sweepstakes scam d. all of them
3. One type of the scam websites that try to get your personal data is .....
   a. online shopping site b. EKB
   c. YouTube d. all of them (المنوفية - شبين الكوم 2024)
4. Passwords must be ..... . (الجيزة - 6 أكتوبر 2024)
   a. short b. strong c. weak d. the same
5. Copyright protects ..... .
   a. books b. movies c. images d. all of them
6. The international copyright symbol is ..... .
   a. © b. " " c. ™ d. #
7. Checking the ..... helps you avoid phishing sites. (الإسكندرية - المنتزه أول 2024)
   a. email b. password c. URL d. MFA

2 Put (✓) or (✗):

1. We should be careful when we visit new websites. (الإسكندرية - العجمي 2024) ( )
2. Use different, weak passwords to keep your data safe. (السويس 2024) ( )
3. The URL consists of 3 parts, and the protocol is the last one. ( )
4. Facts and public domain works are not subject to copyright. ( )
5. When paraphrasing written content, you do not need to mention the author. ( )
6. A password manager creates strong and unique passwords. ( )
   (الجيزة - الدقي 2024)
7. Sweepstakes sites offer you a prize that you never get. (دمياط الجديدة 2024) ( )
8. A trusted website has spelling errors. (سوهاج 2025) ( )

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Lesson 5 Selecting Digital Sources

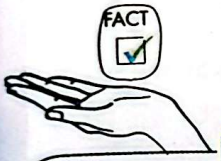
How to use digital sources in your research?

- The first step is to choose reliable sources; this may include websites recommended by your teacher, such as EKB.

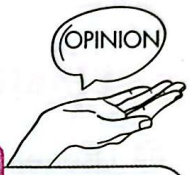
كيف تستخدم المصادر الرقمية عند إجراء البحث؟

- الخطوة الأولى هي اختيار المصادر المعتمدة والموثوقة لبحثك. يمكن أن تكون مصادرك عبارة عن مواقع إلكترونية أوصى بها معلمك، مثل بنك المعرفة.

Egyptian Knowledge Bank
بنك المعرفة المصري



Facts and Opinions



Facts

1. They can be proven.
2. They cannot be debated.
3. They are true for everyone.

1. يمكن إثباتها.
2. لا تحتمل الجدل.
3. تنطبق على الجميع.

Opinions

1. They are based on someone's views and experiences.
2. They can be debated.
3. They are not true for everyone.

1. تستند إلى وجهات نظر الشخص وخبراته.
2. تحتمل الجدل.
3. لا تنطبق على الجميع.

» Therefore, your research should focus on facts.

« لذا يجب أن يركز بحثك على الحقائق.

Using multiple sources and facts: استخدام مصادر وحقائق متعددة:

» If you use several sources, make sure they agree with each other.

» If one source mentions something, it doesn't mean it is a fact and you accept it.

» Always make sure all your sources are reliable, and based on facts, not opinions.

« إذا استخدمت عدة مصادر، فتأكد من تَوافُقها.

« إذا ذكر مصدر واحد معلومة، فهذا لا يعني أنها حقيقة يجب قبولها.

« تأكد دائمًا من أن جميع مصادرك موثوقة، ومبنية على حقائق، لا آراء.

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Types of reliable digital sources:

أنواع المصادر الرقمية الموثوقة:

- The reliable sources are not just text websites.
- They can also be:
  1. Maps.
  2. Graphs.
  3. Tables.
  4. Charts.

- المصادر الموثوقة ليست مجرد مواقع نصية.
- يمكن أن تكون أيضًا: 1 خرائط. 2 رسوم بيانية. 3 جداول. 4 مخططات بيانية.

Finally, when doing research:

وأخيرًا، عند إجراء البحث:

1. Use reliable digital sources.
2. Distinguish between facts and opinions.
3. Check the accuracy of your information from more than one reference.

- 1 استخدم المصادر الرقمية الموثوقة.
- 2 ميز بين الحقائق والآراء.
- 3 تأكد من صحة معلوماتك من أكثر من مرجع.

أهم الكلمات والمصطلحات

Digital sources	المصادر الرقمية	Observation	ملاحظة
Reliable sources	المصادر الموثوقة	Experiences	خبرات
Can be proven	يمكن إثباتها	Maps	الخرائط
Facts	حقائق	Databases	قواعد البيانات
Opinions	آراء	Can be debated	تحتمل الجدل

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Exercises on Lesson 5

1 Choose the correct answer:

1. Research should primarily focus on ..... .
   a. reliable data b. facts c. opinions d. both a and b
2. Information that results from research and observation, can be proven, and cannot be disputed is called a/an ..... .
   a. data b. opinion c. digital footprint d. fact
   (أبناؤنا في الخارج 2024) (الدقهلية - بلقاس 2024) (الشرقية 2024) (القاهرة - المستقبل 2024)
3. Identifying ..... is crucial while searching for information.
   a. reliable sources b. files and records
   c. databases d. social media
4. ..... is considered one of the reliable sources.
   a. Facebook b. Application X (Twitter)
   c. Data and information d. EKB (الإسكندرية - العجمي 2025)
5. ..... is/are based on someone's views and experiences.
   a. Facts b. Opinions c. Reliable d. Data
   (دمياط 2025) (المنوفية- تلا 2024) (البحيرة - دمنهور 2024) (الجيزة - كرداسة 2024) (الإسماعيلية - شمال 2024)
6. Reliable digital sources include ..... .
   a. graphs b. tables c. maps d. all of them
7. The Egyptian Knowledge Bank is a/an ..... source.
   a. false b. unreliable c. bad d. reliable
   (الإسكندرية - العجمي 2023)
8. 📖 Facts ..... .
   a. can be proven
   b. can't be proven
   c. are based on someone's views and experiences
   d. can be debated

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9 ..... cannot be proven, but they can be debated.
a. Problems b. Opinions c. Facts d. Limited space

(الإسكندرية - المنتزه ثان 2025)

10 ..... can't be debated and are true for everyone.
a. Opinions b. Facts c. Digital sources d. Blogs

(الإسكندرية - المنتزه ثان 2023)

11 Opinions ..... .
a. can't be debated b. can be proven
c. are based on someone's views and experiences
d. none of them

2 Put (✓) or (✗):

1 A reliable source contains misspellings or bad grammar. ( )

(الإسكندرية – المنتزه أول 2024)

2 Facts are based on someone's views and experiences. ( )

(بورسعيد 2025) (الإسكندرية - المنتزه ثان 2024) (الجيزة - البهرم 2024) (الجيزة - 6 أكتوبر 2024)

3 When doing a research, make sure the information is based on facts instead of opinions (دمياط 2024) ( )

4 Facts are statements that can be proven. ( )

(القاهرة - المستقبل 2024) (الجيزة - العمرانية 2024)

5 To get reliable websites, it is preferable to follow the sites recommended by your teacher. ( )

6 If one source includes information, it should be accepted as a fact. ( )

7 Facts are based on someone's views and experiences. They cannot be proven, but they can be debated. (المنوفية - شبين الكوم 2024) ( )

8 The Egyptian Knowledge Bank (EKB) is a trusted source. ( )

9 You should use multiple sources during your research to ensure that you know all the important facts. (شرق مدينة نصر 2025) ( )

10 Opinions result from research and observation and can be proven.

(أسيوط 2025) ( )

11 The information is often correct if found in two reliable sources. ( )

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12 An example of a reliable source is the Egyptian Knowledge Bank. ( )
(القاهرة - المعادي 2024)

13 All information from the Internet is true and trusted. ( )
(الإسكندرية - وسط 2024)

14 When doing a research, make sure the information is based on opinions instead of facts. (القليوبية 2025) ( )

15 Charts, tables, and maps are used to obtain measurable facts. ( )
(الإسكندرية - الجمرك 2025)

3 Complete the missing parts using the words between the brackets:

(URL – Opinions – Facts – EKB – book)

1 ..... are based on research and observation and can be proven.

2 ..... are based on a person's views and experiences. (سوهاج 2025)

3 You can type the ..... in the search engine.

4 The ..... is one of the reliable digital sources. (الإسكندرية - وسط 2025)

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Play with PONY

Help the robot decide if each statement is a **fact** or an **opinion**.

	Facts	Opinions
1 They cannot be debated.		
2 They are not true for everyone.		
3 They can be debated.		
4 They are true for everyone.		
5 They can be proven.		
6 They are based on someone's views and experiences.		
7 They cannot be proven.		

Facts

Opinions

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Lesson 6 Citing Information

When conducting a research, you should document the sources you use in your research.

عند إجراء بحث، يجب عليك توثيق المصادر التي تستخدمها في بحثك.

Ways to Document Information

❶ Write notes in your own words:

- Always include the author's name and the website link (URL).
- If you copy exact words, put them between quotation marks " ".

أولًا: • اكتب ملاحظاتك بحيث تتضمن اسم المؤلف وعنوان الموقع الإلكتروني (URL) الذي تستخدمه. وإذا نسخت أي كلمات حرفيًا، فتأكد من وضعها بين علامتي اقتباس " ".

❷ Paraphrasing:

- It's using your own words to explain the ideas of the writer (author).
- Some ways to do paraphrasing:
  - ❶ Change some of the vocabulary words.
  - ❷ Change the order of the ideas.
  - ❸ Change the sentence structure.
- Make sure to respect the original source.
- For every quote, explain where it came from (the source) and why you used it.

ثانيًا: • استخدم كلماتك الخاصة لشرح أفكار الكاتب (المؤلف).

• بعض الطرق لإعادة الصياغة:

❶ تغيير بعض مفردات الكلمات. ❷ تغيير ترتيب الأفكار. ❸ تغيير هيكل الجملة.

• تأكد من احترام المصدر الأصلي.

• لكل اقتباس، قم بتوضيح من أين جاء الاقتباس (مصدر المعلومة) ولماذا استخدمته.

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❸ Citing the Sources:

- At the end of your research report, you list your sources on a 'Works Cited' page.
- Arrange this list alphabetically by the author's last name.
  1. If there is no author, arrange it by the title.
  2. Include the source name, date, and URL.
  3. If a permalink is available, use it instead of the URL.

ثالثًا:
- في نهاية تقريرك، ضع مصادرك في صفحة "قائمة المراجع".
- **رتب هذه القائمة أبجديًّا حسب اسم عائلة المؤلف:**
  1. إذا لم يكن هناك مؤلف فرتِّبها حسب العنوان.
  2. أضف اسم المصدر والتاريخ وعنوان الموقع الإلكتروني URL.
  3. إذا كان الرابط الدائم متاحًا، فاستخدمه بدلًا من رابط URL.

Citing a YouTube video:

1. Use the uploader as the author (creator) of the video.
2. Include the date the video was uploaded.
3. Include the video title followed by the word "video".
4. Include the name of the site (YouTube) and the URL of the video.

Example: RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/watch?v=yH5SVlgN_gY

- استخدم اسم المُحمِّل كمؤلِّف.
- قم بتضمين تاريخ تحميل الفيديو.
- قم بتضمين عنوان الفيديو وأضف كلمة «فيديو» بعده.
- قم بتضمين اسم الموقع (YouTube) وعنوان URL الخاص بالفيديو.

أهم الكلمات والمصطلحات

Taking notes	تدوين الملاحظات	Using quotes	استخدام الاقتباسات
Documenting	التوثيق	Permanent hyperlink	وصلة تشعبية دائمة
Author	مُؤلِّف	Citing sources	الاستشهاد بالمصادر
Paraphrasing	إعادة صياغة نص	Permalink	رابط ثابت
Citations	الاقتباسات		

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Exercises on Lesson 6

1 Choose the correct answer:

1 If you copied words from a source, you should place them between ..... .

a. brackets b. parentheses
c. quotation marks d. none of them

2 When citing a YouTube video, use the ..... as the author of the video.

a. uploader b. video title c. signature d. none of them

3 You should include your ..... at the end of your research.

a. introduction b. password c. PII d. citation

4 Paraphrasing an author's ideas means changing the ..... .

a. original meaning b. words and sentence structure
c. author's name d. publication date

5 When writing your research, you ..... .

a. have to include your sources in the list of quotes
b. don't have to include the sources
c. don't have to paraphrase d. none of them (المنوفية - شبين الكوم 2024)

6 The references in a 'Work Cited' list are usually sorted by the author's ..... .

a. first name b. last name c. birth date d. age

7 At the end of a research report, you list your sources on a/an ..... page.

a. Acknowledgment b. Works Cited
c. Introduction d. none of them

8 You have to show your respect for the author's work by ..... his text.

a. deleting b. copying
c. stealing d. paraphrasing

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9 We use the ..... marks when the author's statements are important and memorable in order to include them as they are in the notes.

a. " " b. # # c. @@ d. &&

(أبناؤنا في الخارج 2025)

10 ..... is a highlighted word or picture you click on to take you to another web page.

(القليوبية 2025)

a. URL b. A quote c. A permalink d. Home page

11 When documenting the source of information quoted from a YouTube video, we use ..... as the author.

a. the uploader's name b. the owner's name

c. the name of the person who watched the video

d. the name of the person who deleted the video

12 If the source has an author, the citations should be ordered by the ..... .

a. author's name b. author's last name

c. date d. author's address

2 Put (✓) or (✗):

1 The citations should be in alphabetical order. ( )

2 For each source, add the URL and author's name at the top of your notes.

(الجيزة - العمرانية 2024) ( )

3 You can use sentence starters to share the needed information. ( )

(أسيوط - إدارة الفتح 2024)

4 Quotes don't support your ideas and arguments. ( )

(الجيزة - جنوب 2024)

5 You must show respect for the author by paraphrasing their text. ( )

(الشرقية - شرق الزقازيق 2024) (البحيرة - دمنهور 2024)

6 If there are important sayings or information in your research, put them between quotation marks " ". (القاهرة - الشروق 2024) ( )

7 If there is a permalink, use it instead of the website URL. ( )

8 When taking notes, put important words from an author in parentheses. ( )

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9 If the information is missing in your research, go back to the source. ( )

10 When you paraphrase, use your own words to explain the ideas of the writer. ( )

11 When you quote a statement, you must state its source and why you are using it. (بورسعيد 2025) ( )

12 Vocabulary or sentence structure shouldn't be changed when paraphrasing a text. ( )

13 Listing your sources at the end of the research paper is not important. ( )

14 Paraphrasing means you can change some of the vocabulary and/or, the order of ideas. (القليوبية 2025) ( )

3 Complete the missing parts using the words between the brackets:

(the uploader's name – quotation marks – Paraphrasing – URL – Taking notes)

1 You can use ..... to write the author's important sayings.

2 Add the ..... and the author's name at the top of your notes.

3 When documenting the source of research quoted from YouTube, we use ..... as the author. (بورسعيد 2025)

4 ..... shows respect for the author's work.

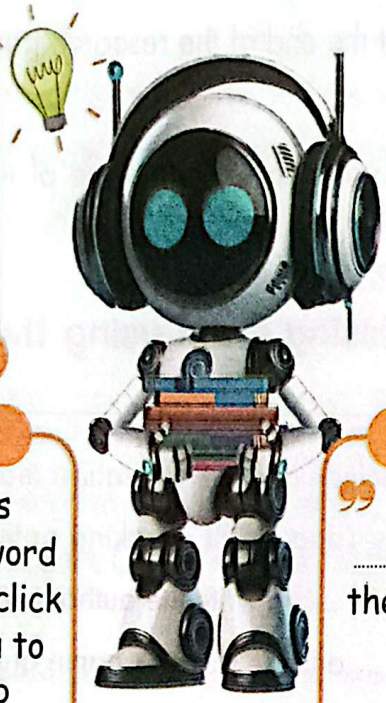
5 ..... from a source is easier to do if they are written in your own words.

CamScanner

Play with PONY

Fill in the blanks using the words below:

(uploader's name – author's last name – Paraphrasing – title of the article – Quotes – Works Cited – permalink)



1. "_____ is using your own words to explain the ideas of the writer.

2. "A _____ is a highlighted word or picture you click on to take you to another web location.

3. "_____ support your ideas and arguments.

4. "If the source has an author, the citation should be ordered by the _____

5. "At the end of a research report, you list your sources on a '_____' page.

6. "Use the _____ as the author of the video.

7. "If the source doesn't have an author, the citation should be ordered by the _____

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Test Yourself on Lessons 5&6

1 Choose the correct answer:

1 A list of sources at the end of a report is organized ..... .
a. randomly b. alphabetically
c. by the date d. both a and b

2 You can use ..... to write the author's important sayings.
a. bold font b. underlining c. italics font d. quotation marks

3 ..... are true for everyone.
a. Opinions b. Facts c. Both a and b d. Lies

4 Facts are statements that ..... .
a. can be proven b. can be debated
c. are based on experiences d. all of them

5 When citing a YouTube video, use the ..... as the author of the video.
a. uploader's name b. video title c. signature d. none of them

6 ..... is/are based on the person's views and experiences.
a. Facts b. Opinions c. Reliable d. Data

(البحيرة - دمنهور 2024) (الإسماعيلية - إدارة شمال 2024)

7 It's a good decision to use ..... source(s) in your searches.
a. multiple b. a few c. one d. the same

2 Put (✓) or (✗):

1 Facts can be debated and proven. ( )
2 The first step in your research is choosing reliable sources. ( )
3 Direct quotes should be placed between quotation marks. ( )
4 Using a single source in your research is enough to confirm the information. ( )
5 A permalink means a permanent link of the website. ( )
6 Opinions are always the same as facts. ( )
7 Digital sources only include websites with written text. ( )
8 When paraphrasing, you can reorder the ideas. (الجيزة - الدقي 2024) ( )

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Summary of Unit 2 Digital Safety and Security Precautions

Lesson 1

- You should share less personal information online.
- **Personal information:** It includes your name, address, date of birth, and passwords.
  1. Use strong passwords that are different and contain letters, numbers, and special signs.
  2. Use antivirus software on all of your devices.
  3. Update your devices regularly.

- You should protect your files from viruses, software problems, human errors.
- **How to back up your data?**
  1. Some apps and software programs back up data automatically.
  2. You can manually use a data-storage device, such as:
     - A flash memory
     - An external hard drive
- The hard disk has more space than the flash memory.

Lesson 2

- **Phishing:** It is sending a message via email or social media applications that looks real but isn't.
- **Smishing:** It is the same as phishing, but it is a text message instead of an email.
- **How to identify phishing messages?**
  1. They include misspelled words and grammar errors.
  2. They request too much personal data.

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Password manager:

1. It creates strong and unique passwords for each of your accounts.
2. It also tells you if the passwords you already have are too weak or if you've reused them.
3. It can even tell you if one of your passwords has been stolen online.

Multi-factor authentication (MFA):

- MFA is used to strengthen your passwords.
- You provide at least two ways of identifying yourself.

Lesson 3

There are many types of scam websites, such as:

1. **Online shopping scams:** They never send you the correct items you bought.
2. **Scareware scams:** They say your computer has a problem and you need to download something.
3. **Sweepstakes scams:** They offer you a prize that never comes.

How to avoid scam websites?

1. Check that the URL of the website is credible.
2. Scam websites usually contain misspellings or bad grammar.
3. Search online to see if it is a known scam.

If you are a victim of a scam website:

1. Report it. Tell a trusted adult.
2. Contact the Child Helpline or The General Department for Combating Internet Crimes.

All URLs are made up of three main parts:

1. The protocol
2. The resource name
3. The file path

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Lesson 4

- **Copyright** protects creators' work.
- The international symbol for copyright is ©.
- **When you use copyrighted content:**
  1. Ask for permission to use it.
  2. Credit the sources.
- **Creative works that are NOT covered by copyright:**
  1. Works in the public domain
  2. Facts
  3. Official documents, such as laws
  4. Discoveries
  5. Creative works whose owner has been dead for 50 years

- Public domain and Creative Commons do not fall under copyright.
- **Public domain:** It includes all creative works that are not covered by copyright law.
- **Creative Commons:** It means that the owner of a creative work gives permission to reuse their work anytime and anywhere.
- **There are two ways to use the writings of others:**
  1. Use the exact words without changes (direct quotation).
  2. Paraphrase ideas in your own style.

Lesson 5

- **Facts and Opinions:**

Facts	Opinions
1. They come from research and observations.	1. They are based on someone's views and experiences.
2. They can be proven.	2. They cannot be proven.
3. They cannot be debated.	3. They can be debated.
4. They are true for everyone.	4. They are not true for everyone.

- If two online sources have the same information, it often means that the information is a fact.

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- **Online sources** include maps, graphs, tables, and charts.
- The **EKB** is the best way to find reliable digital sources.

Lesson 6

1. Write notes in your own words, including the author's name and URL.
   - If you copy exact words, put them between quotation marks " ".
2. **Paraphrasing:** It's using your own words to explain the ideas of the writer (author). For every quote, explain where it came from (the source) and why you used it.

- **Ways of doing paraphrasing:**
  1. Change some of the vocabulary words.
  2. Change the order of the ideas.
  3. Change the sentence structure.
- **Using quotes:** State the source of the quote.
- **Citing sources:**
  - At the end of your research, list your sources on a 'Works Cited' page.
- **When you cite a source,** the citations should be in alphabetical order.
  1. **If the source has an author:**
     - The citations should be ordered by the author's last name.
  2. **If the source doesn't have an author:**
     - The citations should be ordered by the title of the article.
       a. Write the source: The name of the book, journal, or website.
       b. Write the date: The year the source was published.
       c. Mention the URL.
- **When citing a YouTube video,** use the uploader's name as the author (creator) of the video.

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Revision on Unit 2 Digital Safety and Security Precautions

Model Exam 1

1 Choose the correct answer:

1 A flash memory is used to ..... .
a. print files
b. make a backup of files
c. image files
d. delete files

2 Phishing is ..... .
a. sending a text message
b. sending a message via email or social media
c. making fake phone calls
d. spying on calls

3 The ..... program alerts the user if their passwords have been stolen online. (الإسكندرية - المنتزه أول 2025)
a. phishing
b. password management
c. Internet
d. viruses

4 ..... are based on someone's views and experiences.
a. Facts
b. Opinions
c. Reliable sources
d. Unreliable sources (البحيرة - دمنهور 2024)

5 All the following works are not covered by copyright, except ..... .
a. works classified as public domain
b. facts
c. creative works whose owner has been dead for 50 years
d. works that have the international copyright symbol

2 Put (✓) or (✗):

1 Research papers should be written in your own words. ( )
2 A password can't be strengthened through (Multi-Factor Authentication) MFA. (القليوبية 2025) ( )
3 Scareware websites offer you a prize that you never get. ( )
4 Creative works protected by copyright are works classified as public domain and facts. ( )
5 A backup must be created for important data to prevent data loss on your device. (بورسعيد 2025) ( )

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3 Complete the missing parts using the words between the brackets:

(Opinions – flash memory – Copyrights – password manager – Public domains)

1. A ..... is one of the ways to save and store information. (بندر دمنهور 2025)
2. ..... protect both printed and digital content.
3. ..... are based on a person's views and experiences.
4. The ..... tells you if one of your passwords has been stolen online.
5. ..... are creative works that are not covered by copyright.

Model Exam 2

1 Choose the correct answer:

1. One of the ways to protect your data from hackers is ..... .
   a. making a backup
   b. using strong passwords
   c. using the flash drive
   d. cleaning (الإسكندرية - المنتزه أول 2025)
2. It's a good decision to use ..... source(s) in your searches.
   a. multiple
   b. a few
   c. one
   d. the same
3. You can go to the site you want by typing ..... . (الإسكندرية - شرق 2024)
   a. the URL
   b. file path
   c. resource name
   d. your name
4. Creative works that aren't covered by copyrights are called ..... .
   a. public domains
   b. copyrights
   c. websites
   d. computer software (العبور 2025)
5. Websites that include fake warnings indicating a computer problem are called ..... .
   a. site addresses (URLs)
   b. office software
   c. scareware sites
   d. protection software

2 Put (✓) or (✗):

1. Using multiple sources during your research is a good decision. (الجيزة - العمرانية 2025) ( )

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2 Sweepstakes sites say that your computer has a problem. ( )
(الإسكندرية - العجمي 2025)

3 Password management software is used to create strong passwords. ( )
(أسيوط 2024)

4 Facts are based on someone's views and can be debated. ( )

5 Copyright law protects both printed and digital content. ( )
(أسيوط 2025)

3 Complete the missing parts using the words between the brackets:

(Public domain – Creative commons Licenses – Facts – " " – Opinions)

1 ..... are true for everyone and can't be debated.

2 ..... includes all creative works not covered by copyright law.

3 ..... are based on someone's views and can be debated.

4 ..... give permission to reusing the works at any time or any place, so we can use them freely. (بندر دمنهور 2025)

5 We use the ..... when the author's statements are important.

1 Choose the correct answer:

1 Phishing is ..... . (شرق مدينة نصر2025)

a. sending a text message
b. sending a message via email and social media applications
c. phone calls
d. spying on phone calls

2 The URL (Uniform Resource Locator) starts with the ..... .

a. protocol b. file path c. resource name d. MFA
(الإسكندرية - المنتزه ثان 2024)

3 The Egyptian Knowledge Bank is a/an ..... source.

a. false b. unreliable c. bad d. reliable

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4 You can use ..... to write the author's important sayings.

a. a bold font
b. underlining
c. quotation marks
d. # #

5 A/An ..... is one computer accessory used for saving files in a secure way. (بورسعيد 2025)

a. external hard disk
b. mouse
c. keyboard
d. screen

2 Put (✓) or (✗):

1 Smishing is sending a message via email or social media applications that looks real but isn't. (الشرقية - الزقازيق 2023) ( )

2 One of the ways of online phishing scam is to offer fake rewards and prizes. ( )

3 A reliable source contains misspelling or bad grammar ( )

(الإسكندرية - المنتزه أول 2024)

4 Multi-Factor Authentication is providing one way to identify yourself. ( )

5 The screen is a computer accessory used for saving files in a secure way. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Citations	a. may be words or pictures that you click on to access the site.
2 URL	b. is the international symbol for copyrights.
3 ©	c. sites contain fake situations to steal your data.
4 Scam	d. should be included at the end of your research.
5 A permalink	e. is the abbreviation of "Uniform Resource Locator".

1 ..... 2 ..... 3 ..... 4 ..... 5 .....

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Model Exam 4

1 Choose the correct answer:

1 It's a good decision to use ..... source(s) in your searches.
a. multiple b. few c. two d. one
(الجيزة - جنوب 2024)

2 Creative works that are not covered by copyright are ..... .
a. websites b. public domains
c. copyrights d. discoveries (الجيزة - الدقي 2024)

3 Hackers can get your password through ..... .
a. updating b. bullying
c. planning d. phishing (الجيزة - الدقي 2024)

4 Public domain and creative commons ..... .
a. are resources not subject to copyright
b. cannot be used without the owner's permission
c. are subject to copyright
d. have the international copyright symbol

5 When writing your research, you have to ..... .
a. include your sources on a 'Works Cited' page.
b. not include the sources
c. both a and b d. none of them (شبين الكوم 2025)

2 Put (✓) or (✗):

1 The antivirus software mustn't be installed on your computer. ( )
(المنوفية - السادات 2023)

2 To access a website, type the URL into your browser. ( )

3 Facts are statements that can be proven. ( )
(الجيزة - العمرانية 2024)

4 To avoid scam websites, you should search for them online to ensure they are trusted. (الغردقة 2025) ( )

5 Using multiple sources when researching gives us all the important facts.
(القاهرة - الشروق 2025) ( )

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3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The protocol	a. is one of the reliable digital sources.
2 Opinions	b. can be proven.
3 The EKB	c. is the first part of the URL.
4 Facts	d. are based on someone's views and experiences.
5 The file path	e. is the last part of the URL.

1 ..... 2 ..... 3 ..... 4 ..... 5 .....

Model Exam 5

1 Choose the correct answer:

1 You can store files on the computer's hard disk, and they can also be stored on ..... .

a. a flash memory b. a processing unit
c. software d. Zoom (القاهرة - الشروق 2024)

2 Public domains and Creative Commons ..... . (بندر دمنهور 2025)

a. are resources not subjected to copyright
b. are subject to copyright
c. neither a nor b d. both a and b

3 ..... result(s) from research and observation; they can be proven.

a. Opinions b. Lies c. Information d. Facts
(الجيزة - العمرانية 2025) (القاهرة - المستقبل 2024)

4 Some online source include a ....., to use it as the websites may change. (العبور 2025)

a. write b. permalink c. save d. IoT

5 You can check websites by the ....., which is the address of the website. (الدقهلية 2024)

a. fact b. URL c. PII d. MFA

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2 Put (✓) or (✗):

1 The international symbol of copyright is the letter c with a cricle around it ©. (الإسكندرية - شرق 2025) ( )

2 We should be careful when we visit new websites. ( )
(الإسكندرية - العجمي 2024)

3 You must show respect for the author by paraphrasing the text. ( )

4 The Egyptian Knowledge Bank is available for free to all Egyptians who register on the site. (الإسكندرية - وسط 2025) ( )

5 Scam websites try to breach your privacy by obtaining your personal information. (القاهرة - المستقبل 2025) ( )

3 Complete the missing parts using the words between the brackets:

(Scareware – A hybrid backup – Sweepstakes – Child Helpline – Smishing)

1 ..... are scam websites that offers you a prize that never comes.

2 ..... refers to scam websites that contain fake warnings to trick you into downloading a malicious program.

3 If you are exposed to a scam website, you should contact the ..... .

4 ..... is a scam text message that looks real but isn't.

5 ..... is a safer way to back up and store files. (بندر دمنهور 2024)

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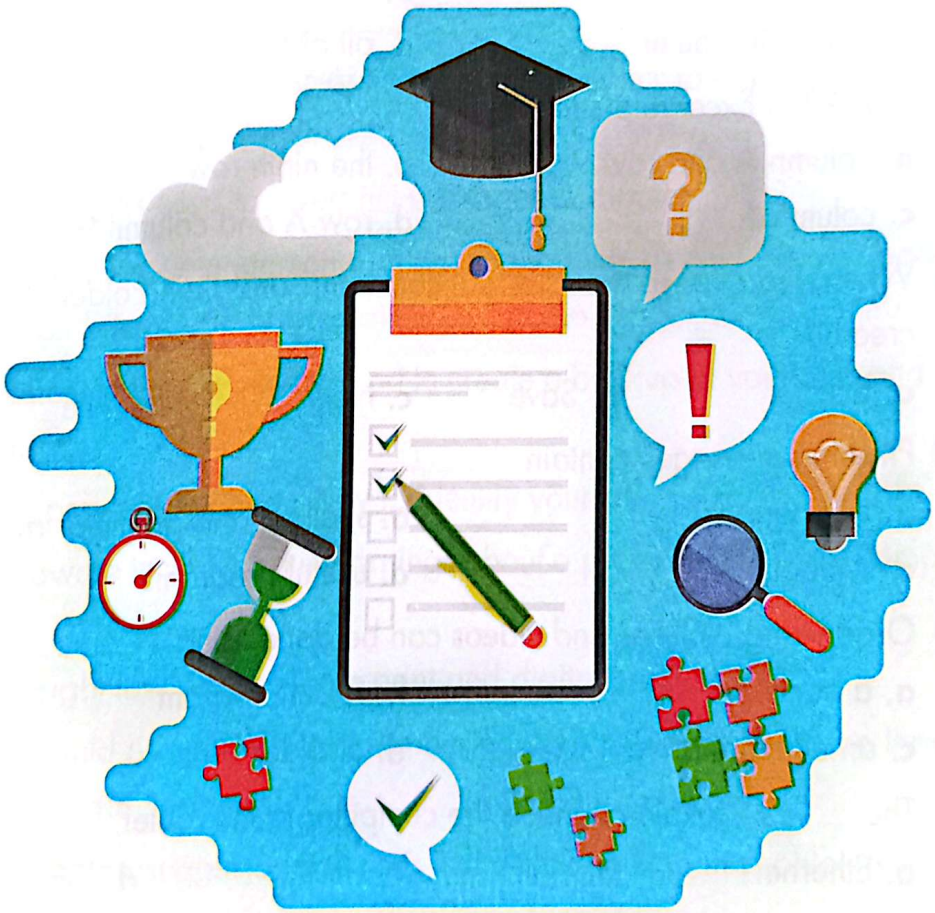
Final Exams



1 محافظة القاهرة - إدارة الشروق التعليمية 2025

1 Choose the correct answer:

1 The internet of Things connects ..... to the internet.
a. home devices b. networks c. HDMI cables d. all of the above

2 ..... can be proven.
a. Opinions b. Software c. Facts d. Flash memory

3 Your personal information is protected by ..... .
a. an external hard drive b. a strong password
c. a router d. a flash memory

4 To fix the internet connection problems, ...
a. check if the router is on b. try a new Ethernet cable
c. restart the router d. all of the above

5 Cell A9 in Excel refers to ..... .
a. column A and row 9 b. the ninth row
c. column A d. row A and column 9

6 When you choose the ..... command and then Folder, a folder is created.
a. Exit b. Save c. New d. File

7 Phishing messages contain ..... .
a. numbers b. spelling and grammar mistakes
c. symbols d. useful programs

8 Organizing pictures and videos can be done using ..... .
a. a backup b. Excel program
c. an external drive d. a folder

9 The ..... cable connects the computer to the router.
a. Ethernet b. Wi-Fi c. HDMI d. ISP

10 The World Wide Web (WWW) ..... .
a. is a closed network b. is a LAN network
c. is part of the internet d. is a private network

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2 Put (✓) or (✗):

1. Images protected by copyright are public property. ( )
2. It is better to use trusted websites like the Egyptian Knowledge Bank. ( )
3. Using multiple sources when researching gives us all the important facts. ( )
4. When you see the message, "You have won a laptop, enter your bank account number." Send your information immediately. ( )
5. Scareware includes fake warnings about problems on the computer. ( )

2 محافظة القاهرة – إدارة شرق مدينة نصر 2025

1 Put (✓) or (✗):

1. You can ask for teacher assistant or one of your family members if you can't solve a problem. ( )
2. A scanner is used to insert images to the computer. ( )
3. Hackers use your personal information, such as your name, address, and birthday date, to break into your computer. ( )
4. The flash memory can be used to create a backup of your files and save them. ( )
5. MFA provides only one way to identify yourself. ( )
6. Scareware includes fake warnings about a problem with your computer. ( )
7. Copyright law protects both print and digital content. ( )
8. You should use multiple sources during your research to ensure that you know all the important facts. ( )
9. Studying the suggested solutions is the second step in problem solving. ( )
10. Password manager creates simple, weak passwords. ( )

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2 Choose the correct answer:

1 ..... is a cable that connects the computer to the router.

a. Ethernet b. Wi-Fi c. USB d. Flash memory

2 When you connect your device with another device, then you have a ..... .

a. scanner b. LAN c. CPU d. ISP

3 A ..... is used to communicate with each other.

a. scanner b. mouse

c. computer network d. printer

4 ..... is one of the suggested solutions if the browser is running slow.

a. Checking the Wi-Fi connection b. Buying a screen

c. Changing the keyboard d. Buying a printer

5 To multiply the values in cell A8 and cell B8, the correct formula is ..... .

a. =A4+B4 b. =A4/B4 c. =A8*B8 d. =A8-B8+C4

6 ..... is a computer accessory used for securely saving files.

a. External HDD b. Keyboard c. Mouse d. Screen

7 Phishing is ..... .

a. sending text messages

b. sending messages via email and social media

c. a phone call

d. spying on phone calls

8 If you fall victim to a scam website, you must ..... .

a. not tell anyone about that b. report what happened

c. deal with them more d. trust that site

9 ..... is considered the smallest unit for data.

a. Bit b. Byte c. MB d. TB

10 ..... allows you to control the connected devices by using Wi-Fi.

a. Email b. Search engine

c. internet of Things d. Social media

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3 محافظة القاهرة - إدارة المستقبل التعليمية 2025

1 Choose the correct answer:

1 To multiply the values in cells A8 and B8, we use the formula ..... .
a. = A4 + B4 b. = A4 / B4 c. = A8 * B8 d. = A8 - B8 + C4

2 ..... programs help the visually impaired write research papers on the computer.
a. Screen reader b. Printer c. Scanner d. Microphone

3 Sharing information over the internet is considered ..... .
a. more secure b. less secure c. more accurate d. more reliable

4 The unit of measurement ..... is used to measure the number of cycles executed by the central processing unit per second.
a. Gigahertz (GHz) b. Bit
c. Megabit per second (Mbps) d. Gigabyte (GB)

5 A folder on the computer can contain ..... .
a. paper books b. paper letters
c. image and video files d. pens and printed pictures

6 To transfer data between wireless mobile devices, ... network technology is used.
a. scanner b. pointer c. Control Panel d. Bluetooth

7 ..... network connects computers and their users around the world.
a. Local b. Internet c. Closed d. Digital footprint

8 Online shopping is called ..... .
a. search b. router c. e-commerce d. speakers

9 One of the suggested solutions in case the search engine is slow is ..... .
a. checking the Wi-Fi connection b. buying a screen
c. changing the keyboard d. buying a printer

10 ..... is one of the accessories devices used to store files securely.
a. Keyboard b. Mouse
c. Monitor d. External hard disk

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2 Put (✓) or (✗):

1 Copyright law protects both printed and digital content. ( )

Multi-Factor Authentication (MFA) is providing at least two ways to identify yourself. ( )

3 Scam websites try to breach your privacy by obtaining your personal information. ( )

4 Use weak passwords to keep your personal identification information safe. ( )

5 It is preferable to subscribe to websites that ask you for a lot of personal information. ( )

6 Email can used in phishing. ( )

7 The scanner is used to put out images into the computer. ( )

8 A main folder can contain one or more sub-folders. ( )

9 You can use a keyboard to back up and save your files. ( )

10 Virus programs help to perform mathematical operations. ( )

4 محافظة الإسكندرية - إدارة المنتزه أول 2025

1 Put (✓) or (✗):

1 Scareware websites are sites that offer fake prizes. ( )

2 Copyright law protects both printed and digital content. ( )

3 Connecting a computer to another computer in the same place is considered a local area network (LAN). ( )

4 E-commerce makes buying and selling easier. ( )

5 Column headings in Excel are numbers. ( )

6 The '(=) command expresses division in Excel. ( )

7 Identifying the issue is the first step in solving the problem. ( )

8 You can call your service provider if the internet is not working. ( )

9 A QR code helps in accessing information. ( )

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10 Cell data can be arranged alphabetically in Microsoft Excel. ( )

11 In phishing, email is used. ( )

12 Weak passwords should be used to keep your personally identifiable information safe. ( )

2 Choose the correct answer:

1 The letters A, B, and C in Excel program refer to ..... .

a. row titles
b. column headings
c. cell titles
d. keyboard

2 ..... is used to save your files securely and create a backup.

a. External hard disk
b. Multimedia
c. Router
d. Microphone

3 ..... is to send an email that looks real but isn't.

a. Phishing
b. Smishing
c. Instant messaging
d. Megabyte

4 ..... is limited to people who have a business relationship in a particular organization.

a. The World Wide Web
b. Driver
c. Intranet
d. The keyboard

5 One of the ways to protect data from hackers is ..... .

a. backup
b. setting strong passwords
c. using the flash drive
d. cleaning

6 The ..... program alerts the user if their passwords have been stolen online.

a. phishing
b. password management
c. internet
d. viruses

7 Scareware websites are ..... .

a. sites that show fake warnings about computer problem
b. sites that offer fake prizes
c. shopping sites
d. trusted

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8 Flash memory is used for ..... .

a. printing files b. making a backup of file

c. imaging files d. deleting files

9 To create a simple formula in Excel, start by typing ..... .

a. $ b. ? c. @ d. =

10 Screen reader programs help the ..... to do their homework online.

a. hearing impaired b. mobility impaired

c. visually impaired d. public

11 A folder on the computer can contain ..... .

a. image and video files b. paper books

c. pens d. internet

12 ..... use the internet to break into computer systems and steal personal information.

a. Programmers b. Hackers c. Data loggers d. Friends

5 محافظة الإسكندرية - إدارة المنتزه ثان 2025

1 Put (✓) or (✗):

1 Checking the Wi-Fi connection is one of the suggested solutions for slow search engine browser. ( )

2 It is preferable not to share your information with your classmates. ( )

3 Egyptian Knowledge Bank is available for free to Egyptians. ( )

4 The hard disk is always smaller in space than flash memory. ( )

5 The password management software is used to create strong passwords. ( )

6 It is difficult to back up your photos to an external hard drive. ( )

7 The scanner is used to insert images to the computer. ( )

2 Choose the correct answer:

1 Hackers can send ..... .

a. gifts b. malware c. prizes d. messages

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2 ..... is an accessory of electronic devices for computers that are used for storage.

a. Printer b. Wi-Fi c. Flash Memory d. Scanner

3 ..... is used to create spreadsheets and charts.

a. PowerPoint b. Excel c. Word d. Scratch

4 ..... can use the bank account of an adult to steal his money.

a. A family member b. A hacker

c. Your teacher d. Your classmate

5 A URL (Uniform Resource Locator) starts with the ..... .

a. resource name b. file path c. protocol d. site

6 ..... come(s) from research and observation that can be proven and cannot be debated.

a. Opinions b. Data c. Facts d. Information

7 Sharing information via the intranet is ..... .

a. less secure b. more secure

c. less trusted d. more dangerous

8 To create a simple formula in Excel, you must start with the ..... sign in the cell.

a. = b. $ c. & d. @

6 محافظة الإسكندرية - إدارة وسط التعليمية 2025

1 Choose the correct answer:

1 ..... is a device that connects a computer device to an ISP.

a. Bluetooth b. Gateway (Router)

c. Mouse d. CPU

2 The word "Cat" has three letters and would need ..... .

a. 5 bits b. 5 Kbytes c. 3 bytes d. 6 bytes

3 Slow downloads may be caused due to low ..... speed.

a. monitor b. internet c. memory d. keyboard

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4 Hackers can get your password by ..... .

a. updating b. uploading c. chatting d. phishing

5 It's a good decision to use ..... source(s) in your research.

a. multiple b. one c. fake d. unreliable

2 Complete the following sentences using the words between the brackets:

(flash memory – strong passwords – "+" – misspelling – check the Wi-Fi signal – Mouse)

1 Password manger is used to create ..... .

2 To avoid scam websites, check for ..... or bad grammar.

3 The ..... is used to store data and information.

4 When the browser is running slow, you have to ..... .

5 To perform addition in Excel, use the ..... sign.

3 Put (✓) or (✗):

1 Bluetooth connects mobiles with devices over a short range. ( )

2 Bit is the smallest unit of data. ( )

3 A folder in your computer device can contain pens and printed images. ( )

4 Intranet is used to share in a closed network and is more secure. ( )

5 Identifying the problem is the last step in solving computer problems. ( )

6 To create a formula in Excel, we use the "#" sign. ( )

7 Password manager creates a strong and unique password. ( )

8 The copyright law does not protect image and music. ( )

9 The World Wide Web (WWW) is part of the internet network. ( )

10 You can ask your teacher for help when browsing a site for the first time. ( )

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7 محافظة الإسكندرية - إدارة شرق التعليمية 2025

1 Put (✓) or (✗):

1. The internet is a network that connects computers and their users around the world. ( )
2. One of the suggested solutions if the computer is running slow is checking the Wi-Fi. ( )
3. The flash memory is one of the ways to save information. ( )
4. A hacker can use the bank account of an adult to steal his money. ( )
5. Ethernet is a cable that connects the computer to the router. ( )
6. A password manager software creates weak passwords. ( )
7. Trusted websites have spilling errors. ( )
8. Sharing information via the internet is more secure. ( )
9. Shopping online is called as e-commerce. ( )
10. The international symbol of copyright is the letter c with a circle around it ©. ( )

2 Choose the correct answer:

1. ..... are programs that help the visually impaired to write research on the computer.
   a. Printers b. Scanners
   c. Screen readers d. Microphones
2. ..... is considered the smallest unit for data.
   a. Bit b. Byte c. MB d. TB
3. The computer's lab networks in a school are considered ..... .
   a. opened networks b. closed networks
   c. WWW d. the internet
4. ..... is one of the suggested solutions if the browser is running slow.
   a. Checking the Wi-Fi connection b. Buying a screen
   c. Changing the keyboard d. Buying a printer

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5 The correct formula to add cell A8 and cell B8 is written as: ..... .

a. = A8 + B8 b. = A8 - B8 c. A8 + B9 d. C8 + B8

6 ..... is a computer accessory that is used for saving files in a secure way.

a. External HDD b. Keyboard

c. Changing the keyboard d. Buying a printer

7 A folder in the computer device can contain ..... .

a. images and videos b. printed books

c. printed messages d. pens and printed images

8 Public domain and creative commons ..... .

a. are resources not covered by copyright

b. cannot be used without the owner's permission

c. are subject to copyright

d. have the international copyright symbol

9 Scareware websites ..... .

a. are shopping websites

b. are sites that offer fake prizes

c. are trusted websites

d. contain fake warning about a problem with your computer

10 Phishing is ..... .

a. spying on calls b. sending a text message

c. making fake phone calls

d. sending a message via email or social media

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8 محافظة الإسكندرية - إدارة العجمي التعليمية 2025

1 Put (✓) or (✗):

1 If you are not able to store files, you should try an Ethernet connection. ( )

2 ISP made up of web-pages that people can navigate. ( )

3 Networks increase the confidence levels for people of determination. ( )

4 Adding files inside another folder is called sub-folder. ( )

5 The intranet is less secured to share information over the web. ( )

6 MFA means you provide at least two ways to identify yourself. ( )

7 Sweepstakes sites say that your computer has a problem. ( )

2 Choose the correct answer:

1 ..... gives creators legal protection for the things they create.
a. hybrid backup b. hard disk c. copyright d. creating

2 ..... is considered one of the reliable sources.
a. Google b. WhatsApp c. EKB d. social media

3 ..... is a long connector that transmits data between devices.
a. cable b. Google c. ISP d. social media

4 ..... is a network which restricted to specific people of a business.
a. ISP b. internet c. intranet d. open network

5 ..... is a networking technology connecting mobiles over a short range.
a. WWW b. closed c. satellite d. Bluetooth

6 ..... means making another copy of your files to keep it safe.
a. hacking b. store c. EKB d. backup

7 ..... is sending message via e-mail that looks like real, but it isn't.
a. tag b. phishing c. block d. banned

8 ..... is used to store data & share information.
a. scanner b. QR code c. flash memory d. printer

CamScanner

9 محافظة الإسكندرية - إدارة الجمرك 2025

1 Put (✓) or (✗):

1. Excel helps perform mathematical calculations. ( )
2. Sharing information over an intranet is less secure. ( )
3. Copyright law protects both printed and digital content. ( )
4. Charts, tables, and maps are used to obtain measurable facts. ( )
5. Multi-factor authentication provides only one way to express your identity. ( )
6. Scareware includes fake warnings about a problem on the computer. ( )
7. A USB cable connects computers to a router. ( )
8. One method of online fraud is offering fake rewards or prizes. ( )
9. A closed computer network is part of the internet. ( )
10. A folder on a computer can contain paper books. ( )

2 Choose the correct answer:

1. Programs that help visually impaired individuals write research papers on the computer are ..... .
   a. screen readers b. printers
   c. scanners d. none of the previous
2. A network that connects computers and their users worldwide is ..... .
   a. local b. the internet
   c. closed d. none of the previous
3. The Egyptian Knowledge Bank (EKB) website is available for free to all Egyptians through ..... .
   a. presentation programs b. World Wide Web
   c. spreadsheets d. none of the previous
4. One proposed solution for a slow search engine is ..... .
   a. buying a monitor b. checking the Wi-Fi connection
   c. buying a printer d. none of the previous

CamScanner

5 To add the values in A, B, and C in row 3, the formula is written as ..... .

a. = A1 + A2 + A3
b. = A3 + B3 + C3
c. = A1 + B2
d. none of the previous

6 A unit of measurement used to measure network speed or internet connection speed is the ..... .

a. megabits per second
b. gigabytes
c. bits
d. none of the previous

10 محافظة القليوبية 2025

1 Put (✓) or (✗):

1 All apps and software programs can back up data automatically. ( )
2 Paraphrasing means you can change some of the vocabulary words and the order of ideas. ( )
3 The Internet of Things is the connection of home appliances to the internet. ( )
4 When doing a research, make sure the information is based on opinions instead of facts. ( )
5 Don't sign up for a website if it asks for too much personal information. ( )
6 Use anti-virus software on all your devices and update your devices regularly to protect your files. ( )
7 Passwords can't be strengthened through (Multi-Factor Authentication) MFA. ( )

2 Choose the correct answer:

1 If you want to calculate the sum of values in cells A1, A2, and A3, we write the formula: ..... .

a. = A1 + 2 + 3
b. = AAA + 123
c. = A1 + A2 + A3
d. A1 + A2 + A3 =

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2 ..... helps us to access the information by capturing it.
a. Quick code b. QRR c. RQ d. QR code

3 ..... is a network restricted to only those that are part of the business.
a. Internet b. Intranet c. Open network d. LAN

4 ..... is used to restore or transfer files and data between computers.
a. HDMI b. CPU c. Flash memory d. Router

5 Smishing is the same thing as phishing, but it is sent by ..... .
a. real situations b. email c. text messages d. MFA

6 Making sure that the router is connected and restarting the router are possible solutions to the ..... problem.
a. computer is slow b. browser is running slow
c. no internet connection d. slow download

7 You want to access the Egyptian knowledge Bank. If you look at the URL and it says http://www.ekkb.com, what is wrong with the URL?
a. Protocol b. Resource name
c. File Path d. None of the previous

8 To avoid scam websites, we should check ..... .
a. URL b. GPS c. IOT d. EKB

11 محافظة القليوبية - إدارة العبور التعليمية 2025

1 Put (✓) or (✗):

1 You should contact the internet service provider when the internet connection is interrupted. ( )

2 One type of phishing is receiving a message telling you that you won a prize. ( )

3 If you are searching for information and you find it in two reliable sources, this means that it is incorrect information. ( )

4 The flash memory can be used to back up data like an external hard disk. ( )

CamScanner

5 IOT is a networking technology that connects wireless mobile devices over a short range. ( )

6 We need three bytes to store the word "cat" on the computer. ( )

7 Opinions result from research and observation, and they can be proven. ( )

2 Choose the correct answer:

1 A cell in column B and third row is called ..... .

a. A3 b. 3B c. B3 d. 5B

2 ..... is used to share information over the World Wide Web and is less secure.

a. Internet b. Bluetooth
c. Ethernet cable d. Intranet

3 ..... measures the number of cycles your CPU carries out per second.

a. B b. Gb c. GHZ d. Mb

4 You have to identify the problem you want to solve and this is the ..... step.

a. first b. second c. third d. last

5 ..... help people of determination with a lot of what they need to do.

a. Books b. Screen readers
c. Routers d. Cables

6 The Uniform Resource Locator (URL) begins with the ..... .

a. file path b. protocol
c. resource name d. password

7 Some online sources include a ..... to use it as the websites may change.

a. write b. permalink c. save d. IOT

8 Creative works that aren't covered by copyrights are called ..... .

a. public domains b. copyrights
c. websites d. computer software

CamScanner

12 محافظة الغربية - إدارة طنطا التعليمية 2025

1 Choose the correct answer:

1 We can use the Excel program for creating ..... .

a. documents b. presentations

c. spreadsheets d. image

2 ..... is a device that connects a computer to the internet via Wi-Fi.

a. A flash memory b. A router c. HDD d. Ethernet

3 ..... is an abbreviation of internet Service Provider.

a. ISP b. ASP c. ESP d. PSI

4 The ..... is a network restricted to only those that are part of the business.

a. EKB b. internet c. intranet d. WAN

5 ..... is a networking technology that connects wireless mobile devices over a short range from a network.

a. Bluetooth b. HDMI c. Scanner d. IOT

2 Put (✓) or (✗):

1 PowerPoint is a program used to make presentations. ( )

2 A Bit is the smallest unit of data. ( )

3 Folders are used to organize files. ( )

4 Computer networks give people of determination more independence, both at home and in public. ( )

5 The top of the columns in Excel are numbers. ( )

3 Complete the following sentences using the words between the brackets:

(Phishing - Scam - URLs - hacker - copyright)

1 All ..... are made up of three main parts - the protocol, the resource name, and the file path.

2 The international symbol for ..... is the letter C with a circle around it ©.

CamScanner

3 The one who steals the personal information is called a ..... .

4 ..... is sending a message via email or social media applications that looks real but isn't.

5 ..... sites contain fake situations in an attempt to steal your data.

13 محافظة الاسماعيلية 2025

1 Choose the correct answer:

1 To create a simple formula in Excel, you must start with ..... .
a. $ **b.** @ **c.** = **d.** &

2 Shopping online is called ..... .
a. e-commerce **b.** router **c.** search **d.** speakers

3 The copyright for websites usually appears at the ..... of the home page.
a. top **b.** center **c.** bottom **d.** none of them

4 ..... use your personal information to break into your computer.
a. Teachers **b.** Hackers **c.** Doctors **d.** Students

5 ..... is used to measure the speed of the network connection.
a. Mbps **b.** GHz **c.** GB **d.** Bit

6 ..... is an abbreviation of Internet Service Provider.
a. SPI **b.** PIS **c.** SIP **d.** ISP

7 ..... is considered a part of the internet network.
a. WWW **b.** Closed network
c. ISP **d.** Private network

8 Multi-Factor Authentication is providing ..... way(s) to identify yourself.
a. one **b.** two **c.** three **d.** four

2 Put (✓) or (✗):

1 A trusted website has spelling errors. ( )

2 All software programs back up data automatically. ( )

CamScanner

3 Bluetooth is a short distance wireless technology. ( )

4 Password manager software creates weak passwords. ( )

5 Bit is the smallest unit of data. ( )

6 Both hard disk and flash memory are used for the same purpose. ( )

7 The international symbol of copyright is the letter C with a circle around it ©. ( )

14 محافظة الدقهلية 2025

1 Put (✓) or (✗):

1 One of the methods of online scam is offering fake rewards or prizes. ( )

2 A scanner can scan images and save them into a computer. ( )

3 One of the ways to keep your PII safe is to limit the personal information you share online. ( )

4 You can use an external hard drive to back up and save your files. ( )

5 Multi-Factor Authentication is providing one way to identify yourself. ( )

2 Choose the correct answer:

1 ..... can help you mainly to make mathematical calculations.

a. Paint b. Excel c. OS d. PowerPoint

2 ..... cable can connect a computer to a router.

a. Ethernet b. Wi-Fi c. USB d. Flash memory

3 You will have a ..... when you connect a computer with another.

a. scanner b. LAN c. CPU d. ISP

4 Buying and selling goods over the internet is called ..... .

a. search b. a router c. e-commerce d. speakers

5 To multiply the values in cells A5 and B5, we use the formula: .....

a. = A5 + B5 b. = A4 + B5

c. = A5 * B5 d. = A5 - B5

CamScanner

3 Complete the following sentences using the words between the brackets:

(router - Bluetooth - "=" - Bit - Flash memory)

1. Formulas in Excel must begin with the ..... sign.
2. ..... is one of the ways used to store information.
3. ..... is the smallest unit of measuring data.
4. A ..... is a device that connects a computer to the internet.
5. ..... technology transmits data between wireless devices over a short range.

15 محافظة المنوفية - إدارة شبين الكوم التعليمية 2025

1 Put (✓) or (✗):

1. In Excel, cell A5 is the intersection of column 5 and row A. ( )
2. Some programs and applications automatically make a backup of data. ( )
3. Multi-Factor Authentication requires at least two ways to introduce yourself, such as a password and an email. ( )
4. Creative commons means the creator has given permission to reuse his work at any time. ( )
5. Your name and password are from your personal information. ( )
6. Sharing information through the internet is more secure. ( )
7. Ethernet cable is a cable that transmits audio and video from and to devices. ( )
8. Household can be part of a network which is called the Internet of Things. ( )

2 Choose the correct answer:

1. When writing your research, you have to ..... .
   a. include your sources in the list of quotes
   b. not include the sources
   c. both a and b
   d. none of them

CamScanner

2 All of the following methods enable you to keep your personally identifiable Information safe, except ..... .

a. limiting the personal information you share online
b. using a weak password
c. using anti-virus software on all of your devices
d. updating your devices regularly

3 To store the word "أسد", we need ..... .

a. 6 bytes b. 5 bytes c. 3 bytes d. 4 bytes

4 ..... is sending a message via email that looks real, but isn't.

a. Smishing b. Phishing c. Password d. Hacking

5 A folder on the computer can contain ..... .

a. image files b. video files
c. text files d. all of them

6 ..... consists of a computer connected to another device, such as a printer or router.

a. LAN b. Internet c. WWW d. Intranet

7 One of the possible solutions to the problem of the computer slowing when opening an application is to ..... .

a. check for software updates b. check the Wi-Fi
c. restart your router d. all of the previous

16 محافظة المنوفية - إدارة اشمون التعليمية 2025

1 Put (✓) or (✗):

1 The Ethernet cable connects the computers to the router. ( )
2 Copyright law doesn't protect print and digital content. ( )
3 The operating system does not allow you to add a sub-folder inside the main folder. ( )
4 We use a scanner to save images to use later. ( )
5 We can give a name to the folder by a right click, then Rename. (

CamScanner

2 Complete the following sentences using the words between the brackets:

(New - Gigahertz - protocol - Hackers - The internet)

1. ..... use the internet to break into your computer to steal information.
2. To create a new folder, use the command ..... .
3. ..... is used to measure the number of cycles of the CPU per second.
4. ..... is a network that connects computers and people around the world.
5. The URL starts with the ..... .

3 Choose the correct answer:

1. The internet is a/an ..... network.
   a. open b. closed c. both d. new
2. People of determination use ..... to learn about a lesson.
   a. Braille b. commerce c. YouTube d. Facebook
3. You can protect your files from viruses or loss by creating ..... .
   a. device shutdown b. backups c. personal data d. information
4. The ..... law protects print and digital content.
   a. hacker b. opinions c. copyright d. work
5. ..... is a group of people or things that are connected to each other.
   a. Computer b. Information c. Gateway d. Network

CamScanner

17 محافظة دمياط 2025

1 Put (✓) or (✗):

1 A strong password management program creates weak passwords. ( )

2 A hacker can use an adult's bank account number to steal their money. ( )

3 If the browser is running slow, check your Wi-Fi signal. ( )

4 Identifying the problem is the first step to solve any problem. ( )

5 Flash memory is used to transfer data from a computer to another external hard disk. ( )

2 Choose the correct answer:

1 The ..... cable connects computers to the router.

a. Wi-Fi b. USB c. flash memory d. Ethernet

2 Facts ..... .

a. can't be proven b. are based on someone's views

c. can be proven d. a & b

3 The ..... is a connection of two or more computers together to transfer data.

a. computer network b. Bluetooth

c. ISP d. none of them

4 ..... helps people of determination who are visually impaired in writing papers.

a. A screen reader b. Word c. Excel d. Access

5 The ..... is used to insert pictures to the computer and save them inside it.

a. scanner b. keyboard c. printer d. mouse

6 ..... provides at least two ways to identify yourself.

a. A password b. Phishing c. A hacker d. MFA

7 ..... are fake websites to steal your personal or financial data.

a. Scam websites b. EKB c. WhatsApp d. All of them

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8 The ..... law protects both printed and digital content.
a. copyright b. virus c. hacker d. anti-virus

9 To access a website, type ..... in the search engine.
a. anything b. the URL c. Facebook d. all of them

10 ..... are based on someone's views and experiences.
a. Facts b. Opinions c. a & b d. All of them

18 محافظة البحيرة – إدارة بندر دمنهور 2025

1 Put (✓) or (✗):

1 One of the suggested solutions if the internet is disconnected is to change the Ethernet cable. ( )
2 To organize your different types of files, you must use folders. ( )
3 Hackers can use the bank account of an adult to steal his money. ( )
4 A password manager software creates weak passwords. ( )
5 A trusted website has spelling errors. ( )
6 The international symbol of copyright is the letter C with a circle around it ©. ( )
7 Opinions are based on someone's views and experiences. ( )

2 Choose the correct answer:

1 ..... is a cable that connects the computer to the router.
a. Ethernet b. Wi-Fi c. USB d. Flash memory

2 ..... is considered a normal hard disk but works much faster.
a. External HDD b. Screen
c. Keyboard d. Ethernet cable

3 To transfer data between wireless devices, we can use a technology called ..... .
a. a scanner b. an indicator
c. Bluetooth d. Control Panel

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4 Sharing information via the internet is ..... .

a. less secure
b. more secure
c. more accurate
d. more trusted

5 To add the values inside columns A, B, and C in row 3, the correct formula is ..... .

a. = A1 + B2 + C3
b. = A3 + B3 + C3
c. = A1 + B2
d. = A1 + A2 + A3

6 Phishing is ..... .

a. sending a text message
b. sending a message via email or social media
c. making fake phone calls
d. none of the previous

7 Public domain and creative commons are ..... .

a. resources not subjected to copyright
b. subject to copyright
c. neither a nor b
d. none of the previous

3 Complete the following sentences using the words between the brackets:

(MFA – identify the problem – Facts – Creative commons – WWW – Hackers – Flash memory)

1 The first step to solve a problem is to ..... .

2 ..... is the shortcut for World Wide Web.

3 ..... gives permission to reuse their work at any time or any place, so we can use it freely.

4 ..... can be proven, but they can't be debated.

5 ..... is an abbreviation of Multi-Factor Authentication.

6 ..... is one of the ways to save information and store it.

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19 محافظة بورسعيد 2025

1 Choose the correct answer:

1 The ..... step to solve a problem is to define the problem.
a. first **b.** second **c.** third **d.** fourth

2 To create a simple formula in Excel, you must start with the ..... sign in the cell.
a. & **b.** $ **c.** @ **d.** =

3 Online shopping is called ..... .
a. research **b.** router **c.** e-commerce **d.** speaker

4 ..... is a computer accessory used for saving files in a secure way.
a. External hard disk **b.** Mouse **c.** Keyboard **d.** Screen

5 Sharing information via the internet is ..... .
a. less secure **b.** more accurate
c. more trusted **d.** more secure

2 Put (✓) or (✗):

1 PowerPoint is a Microsoft program used for making presentations. ( )
2 Facts are based on someone's views and experiences. ( )
3 Bluetooth is a network technology that works over long ranges. ( )
4 A backup must be created for important data to prevent data loss on your device. ( )
5 When you quote a statement, you must state its source and why you are using it. ( )

3 Complete the following sentences using the words between the brackets:

(folders – video conferences – the uploader's name – Password manager – router)

1 When documenting the source of research quoted from YouTube, we use ..... as the author.

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2 A ..... is a device that connects the computer to the internet.

3 To arrange and organize data and information, it must be saved within ..... .

4 Mr. Hiebert uses emails and ..... to share his discoveries with his colleagues.

5 ..... tells you if one of your passwords has been stolen online.

20 محافظة سوهاج 2025

1 Put (✓) or (✗):

1 Scam websites are trying to get your personal information. ( )

2 Multi-Factor Authentication is providing one way to identify yourself. ( )

3 A hacker can use the bank account of an adult to steal his money. ( )

4 A trusted website has spelling errors. ( )

5 A main folder can contain one or more sub-folders. ( )

2 Choose the correct answer:

1 One of the suggested solutions in case the search engine is slow is to ..... .

a. check the Wi-Fi connection b. buy a screen

c. buy a printer d. none of the previous

2 A/An ..... network connects computers and their users around the world.

a. internet b. local

c. closed d. none of the previous

3 ..... helps do mathematical equations.

a. Paint b. Excel

c. A viruses program d. none of the previous

4 The ..... is a device that connects the computer to the internet.

a. flash memory b. router

c. microphone d. none of the previous

CamScanner

5 An external hard disk is used for ..... .

a. printing files
b. deleting files
c. making a backup of files
d. none of the previous

3 Complete the following sentences using the words between the brackets:

(=A8*B8 - Opinions - Mbps - © - Internet of Things - U73$mool)

1 ..... is the measuring unit of the speed of a network.
2 ..... are based on a person's views and experiences.
3 ..... consists of devices connected to the internet via Wi-Fi.
4 ..... is a strong password.
5 To multiply the values in cell A8 and cell B8, the correct formula is ..... .

21 محافظة اسيوط 2025

1 Put (✓) or (✗):

1 Copyright law protects both printed and digital content. ( )
2 Opinions result from research and observation, and can be proven. ( )
3 Scareware includes fake warnings about a problem with the computer. ( )
4 One solution to solve the problem of a slow computer is to check the Wi-Fi connection. ( )
5 Multi-Factor Authentication is to provide one way to identify yourself. ( )
6 To arrange your different files, you should use folders. ( )
7 The international copyright symbol is the letter C with a circle around it ©. ( )
8 Phishing is one of the ways hackers get your password. ( )
9 Strong password management software creates weak passwords. ( )
10 URL is the trusted website that has spelling errors. ( )

CamScanner

2 Choose the correct answer:

1. ..... allows you to control devices connected to the internet.
   a. Email
   b. Search engine
   c. Internet of Things
   d. Social media

2. We use the ..... to communicate with each other.
   a. scanner
   b. mouse
   c. computer networks
   d. printer

3. To add the values inside columns A, B, and C in row 3, the correct formula is ..... .
   a. =A1+B2+C3
   b. =A3+B3+C3
   c. =A1+B2
   d. =A1+A2+A3

4. The school computer lab network is ..... .
   a. an open network
   b. a closed network
   c. WWW
   d. intranet

5. To transfer data between wireless mobile devices, the network technology ..... is used.
   a. scanner
   b. index
   c. Bluetooth
   d. Control Panel

6. A/An ..... is like a hard disk drive, but it runs faster.
   a. external hard disk
   b. screen
   c. keyboard
   d. Ethernet cable

7. ..... is considered the smallest data unit.
   a. Bit
   b. Byte
   c. MB
   d. Terabyte (TB)

8. ..... is a device that connects the computer to the Internet Service Provider (ISP).
   a. Bluetooth
   b. Router
   c. Open network
   d. CPU

9. Online shopping is called ..... .
   a. research
   b. scanner
   c. e-commerce
   d. microphone

10. Sharing information over the internet is considered ..... .
    a. less secure
    b. more secure
    c. more accurate
    d. more trusted

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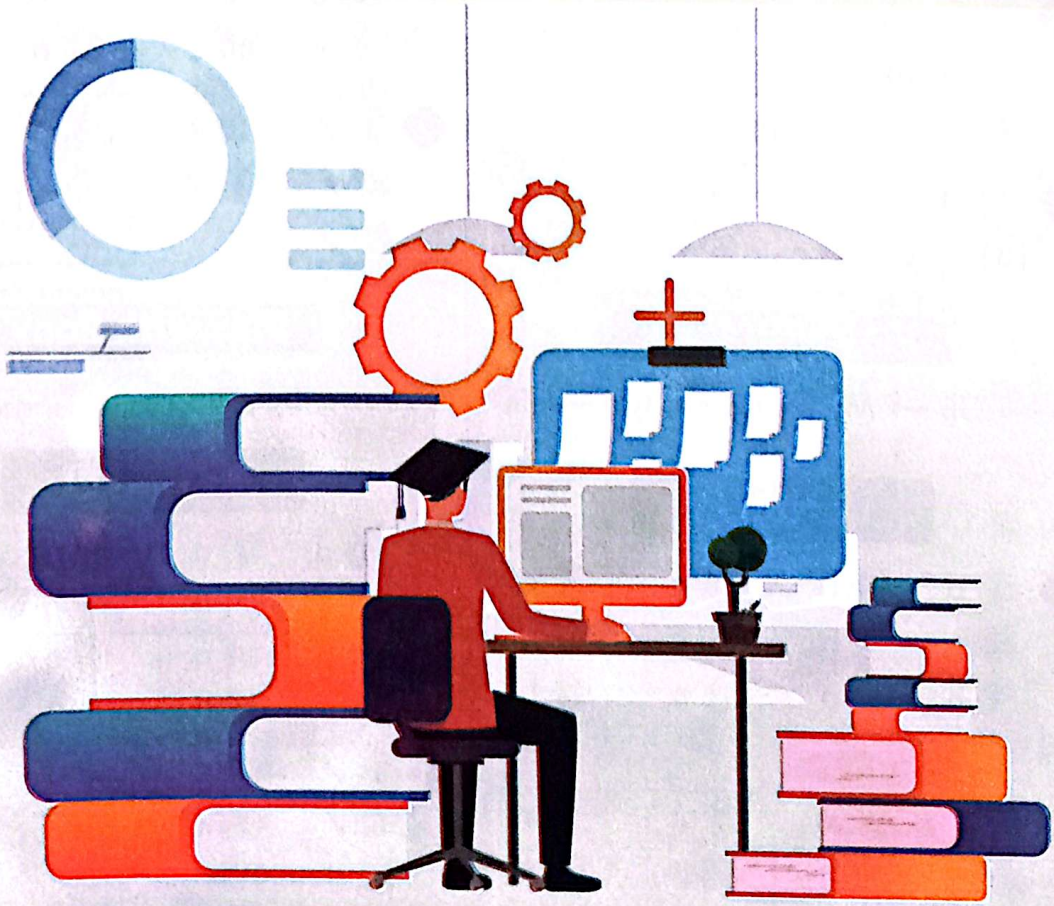
Model Answers



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Unit 1

Lesson 1

1

1 a	2 d	3 b	4 a
5 a	6 c	7 d	8 d
9 a	10 c	11 c	12 c
13 c	14 b	15 a	16 c
17 c			

2

1 ✓	2 ✗	3 ✗	4 ✓
5 ✓	6 ✗	7 ✓	8 ✗
9 ✓	10 ✓	11 ✗	12 ✓
13 ✗	14 ✓	15 ✓	16 ✗
17 ✗	18 ✓		

3

1 Gigahertz
2 Ethernet cable
3 router 4 Mbps

4

(A) 1 e 2 a 3 d 4 b
(B) 1 b 2 c 3 a

Play with Pony

TB → GB → MB → KB → Byte → Bit

Lesson 2

1

1 d	2 b	3 b	4 a
5 c	6 b	7 b	8 a
9 b	10 d	11 b	12 b
13 a			

2

1 ✓	2 ✗	3 ✓	4 ✗
5 ✓	6 ✗	7 ✓	8 ✓
9 ✓			

3

1 A router	2 A LAN
3 An ISP	4 closed

4 1 c 2 d 3 b 4 a

Play with Pony

– Answer by yourself.

Test Yourself Lessons 1&2

1

1 ✗	2 ✗	3 ✗	4 ✓
5 ✓	6 ✗	7 ✓	8 ✗

2

1 c	2 b	3 c	4 c
5 c	6 b	7 c	

Lesson 3

1

1 c	2 d	3 b	4 b
5 c	6 b	7 b	8 b
9 c	10 c	11 a	

2

1 ✓	2 ✓	3 ✗	4 ✓
5 ✗	6 ✓	7 ✓	8 ✓
9 ✓			

Play with Pony

– Answer by yourself.

Lesson 4

1

1 d	2 a	3 d	4 a
5 d	6 d	7 a	8 c
9 a	10 a	11 b	12 d
13 c	14 d		

2

1 ✓	2 ✓	3 ✗	4 ✓
5 ✓	6 ✓	7 ✓	8 ✓
9 ✓	10 ✓	11 ✗	12 ✓
13 ✓	14 ✗	15 ✓	

3 e – a – b – d – c

4 1 b 2 c 3 a

CamScanner

Play with Pony

- Answer by yourself.

Test Yourself Lessons 3&4

1. 1 d 2 a 3 c 4 b 5 d 6 a 7 a

2. 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✗ 6 ✗ 7 ✗ 8 ✓

Lesson 5

1. 1 d 2 c 3 d 4 a 5 a 6 d 7 c 8 a 9 a

2. 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✓ 8 ✓ 9 ✓ 10 ✗

3. e – a – b – d – c

4. 1 flash memory
   2 digital camera – scanner
   3 Libraries – computers
   4 QR Codes

5. 1 b 2 c 3 a

Play with Pony

- Answer by yourself.

Lesson 6

1. 1 a 2 d 3 b 4 b 5 b 6 b 7 c 8 b 9 c 10 b 11 a 12 c 13 c 14 b 15 a 16 c 17 c

2. 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✗ 7 ✓ 8 ✗ 9 ✗ 10 ✗ 11 ✓

3. 1 Sort 2 = 3 + 4 numbers – letters

4. 1 c 2 e 3 a 4 f 5 b 6 d

Play with Pony

1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✗ 7 ✓

Test Yourself Lessons 5&6

1. 1 d 2 b 3 d 4 c 5 b 6 c 7 b

2. 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗ 6 ✗ 7 ✗ 8 ✓

October Exam

1. 1 b 2 c 3 d 4 c 5 c 6 d 7 d

2. 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✓

Model Exam 1

1. 1 c 2 b 3 d 4 b 5 a

2. 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗

3. 1 e 2 a 3 c 4 b 5 d

CamScanner

Model Exam 2

1. 1 c 2 c 3 b 4 c
   5 b 6 c 7 a
2. 1 ✓ 2 ✓ 3 ✓ 4 ✓
   5 ✗ 6 ✓ 7 ✓ 8 ✗

Model Exam 3

1. 1 b 2 c 3 c 4 b
   5 a
2. 1 ✓ 2 ✗ 3 ✗ 4 ✗
   5 ✗
3. 1 Mbps 2 intranet
   3 Networks 4 LAN
   5 personal information

Model Exam 4

1. 1 b 2 c 3 d 4 d
   5 c
2. 1 ✗ 2 ✓ 3 ✓ 4 ✗
   5 ✗
3. 1 e 2 d 3 b 4 c
   5 a

Model Exam 5

1. 1 d 2 a 3 c 4 b
   5 a
2. 1 ✗ 2 ✗ 3 ✗ 4 ✓
   5 ✓
3. 1 flash memory 2 Ethernet
   3 intranet 4 IoT
   5 router

Unit 2

Lesson 1

1. 1 a 2 a 3 d 4 b
   5 b 6 d 7 c 8 b
   9 a 10 b 11 b 12 b
   13 b 14 a 15 d 16 b
2. 1 ✓ 2 ✓ 3 ✗ 4 ✓
   5 ✓ 6 ✓ 7 ✓ 8 ✓
   9 ✗ 10 ✓ 11 ✓ 12 ✓
   13 ✓
3. 1 virus
   2 personal information
   3 password
   4 flash memory – external hard disk

Play with Pony

– Answer by yourself.

Lesson 2

1. 1 b 2 b 3 b 4 a
   5 b 6 b 7 b 8 a
   9 a 10 d 11 d 12 d
   13 d 14 b 15 b
2. 1 ✓ 2 ✗ 3 ✗ 4 ✗
   5 ✗ 6 ✗ 7 ✓ 8 ✗
   9 ✓ 10 ✗ 11 ✗ 12 ✗
   13 ✓ 14 ✓ 15 ✓ 16 ✓
3. 1 password manager
   2 MFA 3 Phishing
   4 Smishing

Play with Pony

– Password Manager

CamScanner

Test Yourself Lessons 1&2

1. 1 d 2 a 3 b 4 b 5 a 6 c 7 d

2. 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓

November Exam

1. 1 b 2 c 3 b 4 d 5 d 6 c 7 d

2. 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✗

Lesson 3

1. 1 c 2 a 3 a 4 d 5 c 6 c 7 a 8 b 9 a 10 b 11 d 12 c 13 d 14 b 15 b

2. 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗ 6 ✓ 7 ✗ 8 ✓ 9 ✗ 10 ✓ 11 ✗ 12 ✓ 13 ✓ 14 ✓ 15 ✓ 16 ✓

Play with Pony

– Answer by yourself.

Lesson 4

1. 1 a 2 d 3 b 4 d 5 c 6 b 7 a 8 d 9 d 10 d 11 c 12 b 13 d 14 d 15 c 16 a

2. 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✓ 9 ✓ 10 ✓ 11 ✓ 12 ✗ 13 ✗ 14 ✗ 15 ✗ 16 ✗

3. Copyrighted: 1 – 2 – 4 – 5
   Non-copyrighted: 3 – 6

4. 1 Images – videos
   2 Facts – discoveries
   3 licenses 4 bottom

5. 1 c 2 a 3 b

Play with Pony

– Answer by yourself.

Test Yourself Lessons 3&4

1. 1 a 2 d 3 a 4 b 5 d 6 a 7 c

2. 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✓ 8 ✗

Lesson 5

1. 1 d 2 d 3 a 4 d 5 b 6 d 7 d 8 a 9 b 10 b 11 c

2. 1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✗ 8 ✓ 9 ✓ 10 ✗ 11 ✓ 12 ✓ 13 ✗ 14 ✗ 15 ✓

3. 1 Facts 2 Opinions
   3 URL 4 EKB

Play with Pony

– Answer by yourself.

CamScanner

Lesson 6

1. 1 c 2 a 3 d 4 b 5 a 6 b 7 b 8 d 9 a 10 c 11 a 12 b

2. 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✓ 8 ✗ 9 ✓ 10 ✓ 11 ✓ 12 ✗ 13 ✗ 14 ✓

3. 1 quotation marks 2 URL 3 the uploader's name 4 Paraphrasing 5 Taking notes

Play with Pony

1 Paraphrasing 2 permalink 3 Quotes 4 author's last name 5 Works Cited 6 uploader's name 7 title of the article

Test Yourself Lessons 5&6

1. 1 b 2 d 3 b 4 a 5 a 6 b 7 a

2. 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✗ 8 ✓

Model Exam 1

1. 1 b 2 b 3 b 4 b 5 c

2. 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓

3. 1 flash memory 2 Copyrights 3 opinions 4 passwor[illegible] 5 Public domains

Model Exam 2

1. 1 b 2 a 3 a 4 a 5 c

2. 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

3. 1 Facts 2 Public domain 3 Opinions 4 Creative Commons Licenses 5 " "

Model Exam 3

1. 1 b 2 a 3 d 4 c 5 a

2. 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✗

3. 1 d 2 e 3 b 4 c 5 a

Model Exam 4

1. 1 a 2 b 3 d 4 a 5 a

2. 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓

3. 1 c 2 d 3 a 4 b 5 e

Model Exam 5

1. 1 a 2 a 3 d 4 b 5 b

2. 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓

3. 1 Sweepstakes 2 Scareware 3 C[illegible]lpline 4 Smishing 5 [illegible]hy[illegible]id backup

CamScanner

Final Exams Answers

1 محافظة القاهرة – إدارة الشروق التعليمية 2025

1
1 a 2 c 3 b 4 d
5 a 6 c 7 b 8 d
9 a 10 c

2
1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✓

2 محافظة القاهرة – إدارة شرق مدينة نصر 2025

1
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✓
9 ✗ 10 ✗

2
1 a 2 b 3 c 4 a
5 c 6 a 7 b 8 b
9 a 10 c

3 محافظة القاهرة – إدارة المستقبل التعليمية 2025

1
1 c 2 a 3 b 4 a
5 c 6 d 7 b 8 c
9 a 10 d

2
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✗ 8 ✓
9 ✗ 10 ✗

4 محافظة الإسكندرية - إدارة المنتزه أول 2025

1
1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✗ 6 ✗ 7 ✓ 8 ✓
9 ✓ 10 ✓ 11 ✓ 12 ✗

2
1 b 2 a 3 a 4 c
5 b 6 b 7 a 8 b
9 d 10 c 11 a 12 b

5 محافظة الإسكندرية - إدارة المنتزه ثان 2025

1
1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✗ 7 ✓

2
1 b 2 c 3 b 4 b
5 c 6 c 7 b 8 a

6 محافظة الإسكندرية - إدارة وسط التعليمية 2025

1
1 b 2 c 3 b 4 d
5 a

2
1 strong passwords
2 misspelling 3 flash memory
4 check the Wi-Fi signal 5 "+"

3
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✗ 7 ✓ 8 ✗
9 ✓ 10 ✓

7 محافظة الإسكندرية- إدارة شرق التعليمية 2025

1
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✗
9 ✓ 10 ✓

2
1 c 2 a 3 b 4 a
5 a 6 a 7 a 8 a
9 d 10 d

8 محافظة الإسكندرية- إدارة العجمي التعليمية 2025

1
1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✗

2
1 c 2 c 3 a 4 c
5 d 6 d 7 b 8 c

CamScanner

9 محافظة الإسكندرية- إدارة الحمرك 2025

1 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓
9 ✗ 10 ✗

2 1 a 2 b 3 b 4 b
5 b 6 a

10 محافظة القليوبية 2025

1 1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗

2 1 c 2 d 3 b 4 c
5 c 6 c 7 b 8 a

11 محافظة القليوبية- إدارة العبور التعليمية 2025

1 1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✗

2 1 c 2 a 3 c 4 a
5 b 6 b 7 b 8 a

12 محافظة الغربية - إدارة طنطا التعليمية 2025

1 1 c 2 b 3 a 4 c
5 a

2 1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✗

3 1 URLs 2 copyright
3 hacker 4 Phishing
5 Scam

13 محافظة الاسماعيلية 2025

1 1 c 2 a 3 c 4 b
5 a 6 d 7 a 8 b

2 1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✓

14 محافظة الدقهلية 2025

1 1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✗

2 1 b 2 a 3 b 4 c
5 c

3 1 "=" 2 flash memory 3 bit
4 router 5 Bluetooth

15 محافظة المنوفية- إدارة شبين الكوم التعليمية 2025

1 1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✓

2 1 a 2 b 3 c 4 b
5 d 6 a 7 a

16 محافظة المنوفية- إدارة اشمون التعليمية 2025

1 1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✓

2 1 Hackers 2 New
3 Gigahertz 4 The Internet
5 protocol

3 1 a 2 a 3 b 4 c
5 d

17 محافظة دمياط 2025

1 1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✗

2 1 d 2 c 3 b 4 a
5 a 6 d 7 a 8 a
9 b 10 b

18 محافظة البحيرة – إدارة بندر دمنهور 2025

1 1 ✓ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✓

CamScanner

2 1 a 2 a 3 c 4 a
5 b 6 b 7 a

3 1 identify the problem
2 WWW
3 Creative Commons
4 Facts 5 MFA 6 flash memory

19 محافظة بورسعيد 2025

1 1 a 2 d 3 c 4 a
5 a

2 1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✓

3 1 the uploader's name
2 router 3 folders
4 video conferences
5 password manager

20 محافظة سوهاج 2025

1 1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✓

2 1 a 2 a 3 b 4 b
5 c

3 1 Mbps 2 Opinions
3 Internet of Things
4 U73$mool 5 =A8 'B8

21 محافظة اسيوط 2025

1 1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✓ 8 ✓
9 ✗ 10 ✗

2 1 c 2 c 3 b 4 b
5 c 6 a 7 a 8 c
9 c 10 a

CamScanner

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